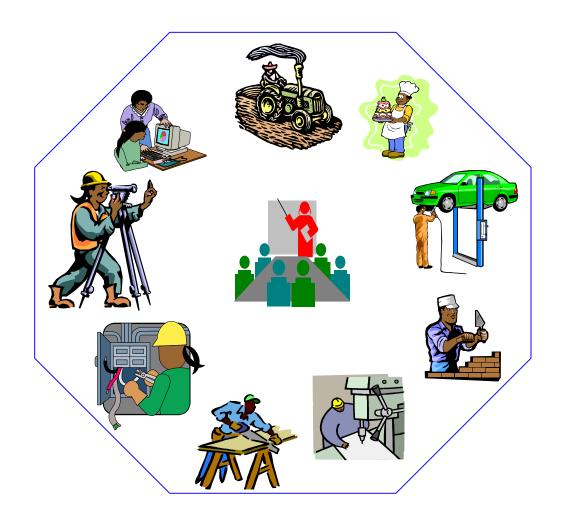
Federal Democratic Republic of Ethiopia OCCUPATIONAL STANDARD



BASIC AGRICULTURAL OPERATION AND NATURAL RESOURCES CONSERVATION



NTQF Level I



Ministry of Education March 2011

Introduction

Ethiopia has embarked on a process of reforming its TVET-System. Within the policies and strategies of the Ethiopian Government, technology transformation – by using international standards and international best practices as the basis, and, adopting, adapting and verifying them in the Ethiopian context – is a pivotal element. TVET is given an important role with regard to technology transfer. The new paradigm in the outcome-based TVET system is the orientation at the current and anticipated future demand of the economy and the labor market.

The Ethiopia Occupational Standards (EOS) is the core element of the Ethiopian National TVET-Strategy and an important factor within the context of the National TVET-Qualification Framework (NTQF). They are national Ethiopian standards, which define the occupational requirements and expected outcome related to a specific occupation without taking TVET delivery into account.

This document details the mandatory format, sequencing, wording and layout for the Ethiopia Occupational Standard which comprised of Units of Competence.

A Unit of Competence describes a distinct work activity. It is documented in a standard format that comprises:

- Occupational title and NTQF level
- Unit title
- Unit code
- Unit descriptor
- Elements and Performance criteria
- Variables and Range statement
- Evidence guide

Together all the parts of a Unit of Competence guide the assessor in determining whether the candidate is competent.

The ensuing sections of this EOS document comprise a description of the occupation with all the key components of a Unit of Competence:

- chart with an overview of all Units of Competence for the respective level including the Unit Codes and the Unit Titles
- contents of each Unit of Competence (competence standard)
- occupational map providing the technical and vocational education and training (TVET) providers with information and important requirements to consider when designing training programs for this standards and for the individual, a career path

UNIT OF COMPETENCE CHART

Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation

Occupational Code: AGR BAN

NTQF Level I

AGR BAN1 01 0311

Support Agricultural Crop Works

AGR BAN1 02 0311

Support Nursery Works

AGR BAN1 03 0311

Support Horticultural Production

AGR BAN1 04 0311

Perform Basic Measurement and Calculations

AGR BAN1 05 0311

Operate Basic Machinery and Equipment

AGR BAN1 06 0311

Support Landscape Works

AGR BAN1 07 0311

Support Irrigation Works

AGR BAN1 08 0311

Support Arboricultural Works

AGR BAN1 09 0311

Support Natural Area Conservation Works

AGR BAN1 10 0311

Support Afforestation

AGR BAN1 11 0311

Support Organic Fertilizers Preparation

AGR BAN1 12 0311

Support Organic Production

AGR BAN1 13 0311

Support Extensive Livestock Works

AGR BAN1 14 0311

Support Intensive Livestock Works

AGR BAN1 15 0311

Support Pasture Establishment and Preservation

AGR BAN1 16 0311

Support Artificial Insemination **Procedures**

AGR BAN1 17 0311

Support Handling of Hide and Skin

AGR BAN1 18 0311

Follow Basic Chemical Safety Rules

AGR BAN1 19 0311

Receive and Respond to Workplace Communication

AGR BAN1 20 0311

Apply Quality Standards

AGR BAN1 21 0311

Work with Others

AGR BAN1 22 0311

Develop Understanding of Entrepreneurship

AGR BAN1 23 1012

Apply 5S Procedures

Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I	
Unit Title	Support Agricultural Crop Works
Unit Code	AGR BAN1 01 0311
Unit Descriptor	This competence standard covers the process of supporting agricultural cropping work under supervision. It requires the ability to prepare materials; tools and equipment for cropping work, undertake cropping activities, handle materials and equipment, and clean up on completion of work. Supporting agricultural cropping work requires knowledge of safe work practices, cropping practices and related tools and equipment.

Ele	ments	Performance Criteria
	Prepare materials, tools	1.1 The required materials, <i>tools and equipment</i> are identified according to lists provided and/or supervisor's <i>instructions</i> .
	and equipment for agricultural crop work	1.2 Checks are conducted on all materials, tools and equipment with insufficient or faulty items reported to the supervisor.
	CIOP WOIK	Techniques used when loading and unloading materials demonstrate correct manual handling and minimize damage to the load and the vehicle.
		1.4 Suitable <i>personal protective equipment (PPE)</i> is selected and checked prior to use.
		1.5 Cropping support is provided according to OHS requirements and according to workplace information.
		1.6 OHS hazards are identified and reported to the supervisor.
	Undertake agricultural	2.1 Instructions and directions provided by supervisor are followed and clarification sought when necessary.
	crop work as directed	2.2 Cropping work is undertaken in a safe and environmentally appropriate manner according to enterprise guidelines.
		2.3 Interactions with other staff and customers are carried out in a positive and professional manner.
		2.4 Enterprise policy and procedures in relation to workplace practices, handling and disposal of materials is observed.
		2.5 Problems or difficulties in completing work to required standards or timelines are reported to supervisor.
	Handle materials and equipment	3.1 <i>Waste material</i> produced during cropping work is stored in a designated area according to supervisor's instructions.
		3.2 Materials, equipment and machinery are handled and transported according to supervisor's instructions and enterprise guidelines.
		3.3 A clean and safe work site is maintained while completing

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	cropping activities.
5. Clean up on completion of	4.1 Materials are returned to store or disposed of according to supervisor's instructions.
cropping work	4.2 Tools and equipment are cleaned, maintained and stored according to manufacturer's specifications and supervisors instructions.
	4.3 Work outcomes are reported to the supervisor.

Variable	Range	
Tasks under agricultural crop work may be	 Assistance with all activities associated with cropping such as land preparation, seeding, fertilizing, harvesting, baling, raking, loading and unloading or other relevant duties. Removing weeds (rouging) or rocks from crops or fields, and routine maintenance of sheds and other workplaces. 	
Instructions may include	 Standard Operating Procedures (SOPs), enterprise policy and procedures, specifications, work notes, Material Safety Data Sheets (MSDSs), manufacturer's instructions, or verbal directions from manager or supervisor. 	
Tools and equipment	 knives, hand tools, rope, sack trucks, fencing tools, augers, and brooms 	
Workplace information	 procedures for disposing of waste materials, work instructions or verbal instructions from the supervisor. 	
OHS hazards may Be associated with	 solar radiation, dust, noise, air- and soil-borne micro organisms, chemicals and hazardous substances, sharp hand tools and equipment, manual handling, holes, and slippery and uneven surfaces 	
Personal protective equipment	 steel capped boots/shoes, overalls, gloves, sun hat, sunscreen lotion, safety goggles, face mask and ear protectors 	
Waste materials may apply to	Plant debris, litter and broken components, plastic, metal, or paper-based materials. These may be recycled, re-used, returned to the manufacturer or disposed of according to enterprise work procedures.	

Evidence Guide	
Critical Aspects of Competence	A candidate must be able to demonstrate the ability to:

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 using mathematical ideas and skills in counting, tallying an estimation Underpinning Knowledge and safe work practices 	nd
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Knowledge and * Sale work practices	
Attitudes • repair and maintenance of structures	
 preparing materials, tools and equipment for cropping wor 	k
 undertaking work as directed 	
 handling materials and equipment 	
 cleaning up on completion of work 	
 using mathematical ideas and skills in counting, tallying an estimation 	nd
Underpinning Skills include the ability to:	
Skills • prepare materials, tools and equipment for cropping wor	k
 undertake work as directed 	
handle materials and equipment	
 clean up on completion of work 	
 communicate ideas and information about the job, tasks and problems 	
 collect, analyze and organize information, locate, interpretand apply with further clarification 	et
 plan and organize activities in a logical sequence and in timely manner. 	a
working with others and in teams	
 use mathematical ideas and skills in counting, tallying are estimation 	nd
 apply technology in the use of farm tools and equipment 	
Resources The following resources must be provided -	
Implication • access is required to real or appropriately simulated	
situations, including work areas, materials and equipment	nt
 documentation and information on workplace practices a OHS practices 	nd
specifications and work instructions	
Methods of Competence may be assessed through:	
Assessment • Practical assessment by direct observation of tasks	
through simulation/Role-plays	
 Written exam/test on underpinning knowledge 	
 questioning or interview on underpinning knowledge 	
 project-related conditions (real or simulated) and received evidence of process 	uire
Context of Competency may be assessed in the work place or in a	
Assessment simulated work place setting.	

Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I	
Unit Title	Support Nursery Works
Unit Code	AGR BAN1 02 0311
Unit Descriptor	This competency standard covers the process of supporting work carried out in wholesale or retail nurseries while under supervision. It requires the ability to prepare materials, tools and equipment for nursery work, undertake nursery work activities, store and stockpile materials, and clean up on completion of work. Supporting nursery work requires knowledge of safe work practices, nursery hygiene and quality control, nursery plant maintenance activities, basic stock control procedures, and propagation techniques.

Elements	Performance Criteria
Prepare materials, tools and equipment	1.1 The required materials, <i>tools and equipment</i> are identified according to lists provided and/or supervisor's <i>instructions</i> .
for nursery work	1.2 Checks are conducted on all materials, tools and equipment, with insufficient or faulty items reported to the supervisor.
	1.3 Techniques used when loading and unloading materials demonstrate correct manual handling, and minimize damage to the load and the vehicle.
	1.4 Suitable <i>personal protective equipment (PPE)</i> is selected and checked prior to use.
	1.5 Nursery support is provided according to OHS requirements and workplace information.
	1.6 OHS hazards are identified and reported to the supervisor.
Undertake nursery work as directed	2.1 Instructions and directions provided by supervisor are followed, and clarification sought when necessary.
as unected	2.2 Nursery work is undertaken in a safe and environmentally appropriate manner according to nursery guidelines.
	2.3 Interactions with other staff and customers is carried out in a positive and professional manner.
	2.4 Nursery policy, procedures and OHS requirements in relation to workplace <i>hygiene</i> practices, handling and disposal of materials is observed.
	2.5 Problems or difficulties in completing work to required standards or timelines are reported to supervisor.
3. Store and stockpile materials	3.1 Plant debris and waste material produced during nursery activities are stored according to supervisors instructions.
matorials	3.2 Plant debris and <i>waste</i> materials are prepared and processed in an appropriate and safe manner according to

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		supervisor's instructions.
		3.3 Surplus materials are stockpiled for removal according to supervisor's instructions.
		3.4 A clean and safe work site is maintained while completing nursery activities.
comp	Clean up on completion of nursery work	4.1 Plants and materials are stored according to supervisor's instructions and OHS requirements.
	narcery werk	4.2 Tools and equipment are cleaned, maintained and stored according to manufacturer's specifications and supervisors instructions.
		4.3 Work outcomes are reported to the supervisor.

Variable	Range
Tasks may be:	 Assisting with the display of nursery products (e.g., plant, goods and supplies) including unpacking, placing where directed, replenishing as required, preparing and placing price tickets, labels and other display materials. Provide nursery plant care including watering, weeding, removing dead materials, staking, trimming, and potting on of plants as directed. Load and unload nursery stock including preparing stock for dispatch, and checking stock on receipt or at dispatch against documentation. Supporting propagation activities including assisting with preparing planting media, collecting propagating materials, and blocking up plants in correct patterns and spacing.
Instructions may include:	 Standard Operating Procedures (SOPs), company policy and procedures in regard to product merchandising and displays, specifications, work notes, Material Safety Data Sheets (MSDSs), manufacturer's instructions, product labels, or verbal directions from manager, supervisor, or senior operator.
Tools and equipment may include:	 manual or electronic ticketing/labeling equipment, wheelbarrows, trolleys, motorized trolleys, scissors, cleaning equipment, secateurs, knives, media trays, water spray container, dibblers, and rubbish bins.
Workplace information may include:	 procedures for disposing of waste materials, work instructions or verbal instructions from the supervisor, OHS legislative requirements and relevant Codes of Practice.
OHS hazards may include:	 heavy materials and equipment, slippery or uneven surfaces, moving machinery and vehicles, solar radiation, and potential dangers from handling potting media, fertilizers, watering systems, and spider and insect bites.

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personal protective clothing and equipment	 Personal protective clothing and equipment steel capped boots/ shoes, overalls, gloves, sun hat, sunscreen lotion, safety goggles, face mask and ear protectors.
Hygiene practices which may be applied include:	 disinfestations and storage of planting media, disinfestations of contaminated plants and materials, hand washing, footbaths, anitising/ sterilizing tools, equipment and benching, access restrictions, and handling practices which minimize cross contamination.
Environmental considerations for waste disposal may include:	 prompt removal and/or disinfestations of organic waste, use of mixing site, neutralizing pits for disposal of chemicals and cleaning products, recycling seed trays, poly trays, bags, and recycling waste water or disposing using approved discharge system.

Evidence Guide	
Critical Aspects of Competence	 A candidate must be able to demonstrate the ability to: Prepare materials, tools and equipment for nursery work. Undertake nursery work as directed. Store and stockpile materials. Clean up on completion of nursery work. Perform nursery plant maintenance activities. Basic stock control procedures. Apply Propagation techniques. Communicate ideas and information about the job, tasks and problems with other members in the work team and the supervisor.
Underpinning Knowledge and Attitudes	 Demonstrates knowledge and understanding of: Safe work practices. Nursery hygiene and quality control. Nursery plant maintenance activities. Basic stock control procedures. Propagation techniques. OHS legislative requirements and Codes of Practice.
Underpinning Skills	 Required skills include the ability to: Prepare materials, tools and equipment for nursery work. Undertake nursery work as directed. Store and stockpile materials. Clean up on completion of nursery work. Communicate ideas and information about the job, tasks and problems with other members in the work team and the supervisor. Collect, analyze and organize information and, interpret and apply with further clarification. Plan and organize activities with the supervisor and other team members. Work with others and in teams and co-operate with other staff in completing nursery tasks.

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	 Use mathematical skills and techniques in counting, tallying and estimation when handling plants or other nursery materials. Apply technology in the use of nursery equipment and communication systems.
Resources Implication	 The following resources must be provided. Access is required to real or appropriately simulated situations, including work areas, materials and equipment, Documentation and information on workplace practices and OHS practices. Specifications and work instructions
Methods of Assessment	 Competence may be assessed through: Practical assessment by direct observation of tasks through simulation/Role-plays Written exam/test on underpinning knowledge questioning or interview on underpinning knowledge project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
Context of Assessment	Competency may be assessed in the work place or in a simulated work place setting. This competence standard could be assessed on its own or in combination with other competencies relevant to the job function.

Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I	
Unit Title	Support Horticultural Production
Unit Code	AGR BAN1 03 0311
Unit Descriptor	This competency standard covers the process of supporting horticultural production under supervision. It requires the ability to prepare materials, tools and equipment for horticultural production work, undertake routine production assistance work, handle materials and equipment, and clean up on completion of work. Supporting horticultural production work requires knowledge of safe work practices relating to basic crop handling techniques including planting, maintaining, picking and packing, loading and unloading, and using associated farm tools and equipment.

Elemen	ts	Performance Criteria
mate tools	1. Prepare materials, tools and equipment for horticultural production work	1.1 The required materials, <i>tools and equipment</i> are identified according to lists provided and/or supervisor's <i>instructions.</i>
hortic		1.2 Checks are conducted on all materials, tools and equipment with insufficient or faulty items reported to the supervisor.
		Techniques used when loading and unloading materials demonstrate correct manual handling and minimize damage to the load and the vehicle.
		1.4 Suitable <i>personal protective equipment (PPE)</i> is selected and checked prior to use.
		1.5 Work support is provided according to <i>OHS requirements</i> and according to <i>workplace information</i> .
		1.6 OHS hazards are identified and reported to the supervisor.
hortic	2. Undertake horticultural production work as directed	2.1 Instructions and directions provided by supervisor are followed and clarification sought when necessary.
work		2.2 Work is undertaken in a safe and environmentally appropriate manner according to enterprise guidelines.
		2.3 Interactions with other staff and customers is carried out in a positive and professional manner.
		2.4 Enterprise policy and procedures in relation to workplace practices, handling and disposal of materials is observed.
		2.5 Problems or difficulties in completing work to required standards or timelines are reported to supervisor.

Handle materials and equipment	3.1 Waste material produced during work is stored in a designated area according to supervisor's instructions.	
сциртст		3.2 Materials, equipment and machinery are handled and transported according to supervisor's instructions and enterprise guidelines.
		3.3 A clean and safe work site is maintained while working.
4.	Clean up on completion of work	4.1 Materials are returned to store or disposed of according to supervisor's instructions.
	Wein	4.2 Tools and equipment are cleaned, maintained and stored according to manufacturer's specifications and supervisor's instructions.
		4.3 Work outcomes are reported to the supervisor.

Variable	Range
Tasks under horticultural crop work may be include	 Assistance with all activities associated with horticultural production such as land preparation, seeding/planting, maintaining, loading and unloading, harvesting/picking, sorting, and packing. Assisting with routine maintenance or cleaning of sheds and other buildings, fences, fixtures and fitting.
Instructions may include may be	Standard Operating Procedures (SOPs), enterprise policy and procedures, specifications, work notes, Material Safety Data Sheets (MSDSs), manufacturers instructions, or verbal directions from manager or supervisor.
Tools and equipment	knives, secateurs, spades, forks, ladders, hoes, packing equipment, boxes, bins and buckets, hoses and hose fittings.
Workplace information may include	procedures for disposing of waste materials, work instructions or verbal instructions from the supervisor
OHS hazards may include,	solar radiation, dust, noise, air- and soil-borne micro- organisms, chemicals and hazardous substances, sharp hand tools and equipment, manual handling, holes, and slippery and uneven surfaces.
Personal protective clothing and equipment may include	Steel capped boots/shoes, overalls, gloves, sun hat, sunscreen / lotion, safety goggles, face mask and ear protectors.
Waste materials may apply to	Plant debris, litter and broken components, plastic, metal, paper-based materials. These may be recycled, re-used, returned to the manufacturer or disposed of according to enterprise work procedures.

Evidence Guide

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	A Palata
Critical Aspects of Competence	A candidate must be able to demonstrate the ability to: Competence in supporting horticultural production work requires evidence that activities have been carried out according to instructions and within the required timelines.
Underpinning	Demonstrates Knowledge and understanding of:
Knowledge and	safe work practices
Attitudes	 planting, picking, packing, loading and transporting
Attitudes	techniques appropriate to this level
	use of horticultural tools and equipment
I la el e mala mala es	Skills include the ability to:
Underpinning	prepare materials, tools and equipment for work
Skills	· · ·
	undertake work as directed
	handle materials and equipment
	clean up on completion of work
	 Communicate Ideas and information about the job, tasks and problems should be discussed with other members in the work team and the supervisor.
	Collect, analyze and organize information
	 locate interpret and apply with further clarification sought as necessary
	Plan and organize activities in order to complete tasks
	efficiently, in a logical sequence, and in a timely manner.
	Work with others and in teams
	Communicate and co-operate with other staff in completing
	tasks.
	 Use mathematical ideas and techniques in counting, tallying
	and estimation are required when handling materials, tools
	and equipment.
	Use technology in the use of tools and equipment. The following resource MILOT be arrayided.
Resources	The following resources MUST be provided.
Implication	Access is required to real or appropriately simulated
	situations, including work areas, materials and equipment,
	Documentation and information on workplace practices and
	OHS practices.
	Specifications and work instructions
Methods of	Competence may be assessed through:
Assessment	 Practical assessment by direct observation of tasks through simulation/Role-plays
	Written exam/test on underpinning knowledge
	questioning or interview on underpinning knowledge
	• project-related conditions (real or simulated) and require
	evidence of process
	Assessment methods must confirm the ability to access and
	correctly interpret and apply the essential underpinning
	knowledge
Context of	Competency may be assessed in the work place or in a
Assessment	simulated work place setting
MOODOOIIIDIIL	Simulated work place setting

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Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I		
Unit Title	Perform Basic Measurements and Calculations	
Unit Code	AGR BAN1 04 0311	
Unit Descriptor	This unit covers the knowledge, skills, and attitude required to carry out measurements and perform simple calculations to determine task and material requirements for a job in an agricultural work environment.	

Ele	ments	Perf	ormance Criteria
1.	Plan and	1.1	Work instructions are confirmed and applied
	prepare	1.2	Safety requirements are obtained from the site safety plan, other regulatory Working drawings or legal obligations and applied
		1.3	Measuring and calculating <i>equipment</i> selected to carry out tasks are consistent with the requirements of the job, checked for serviceability
2.	Obtain measurements	2.1	Method of obtaining the measurement is selected and applied
		2.2	Measurements are obtained using a rule or tape, accurate to 1mm
		2.3	Measurements are confirmed and recorded
3.	Perform calculations	3.1	Appropriate calculation method is selected for achieving the required result
		3.2	Material quantities for the project are correctly calculated using the appropriate factors
		3.3	Results are confirmed and recorded
4.	Estimate approximate	4.1	Calculations for determining material requirements are taken
	quantities	4.2	Appropriate formulas for calculating quantities are selected
		4.3	Quantities are estimated from the calculations taken
		4.4	Material quantities for the project are calculated, confirmed and recorded within enterprise tolerances

Variable	Range statement
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Safety (OH&S)	 May include but not limited to: OHS requirements are to be in accordance with Federal legislation and regulations organizational safety policies and procedures, and project safety plan:		
For the property !	requirements and evacuation		
Environmental	May include but are not limited to:		
Requirements	organizational/project environmental management plan		
	waste management, water quality protection		
	noise vibration		
	dust and clean-up management		
Quality	May include but not be limited to:		
Requirements	dimensions		
	tolerances		
	standards of work and material standards as detailed in		
	the project drawings		
	 working drawings and project documentation to meet client satisfaction 		
Statutory/Regulatory	May include but not limited to:		
Authorities	federal		
	regional Local Authorities		
Tools and equipment	May include but not be limited to:		
. 2010 and oquipmont	• rulers		
	tape measures		
	trundle wheels		
	• calculators		
	• laser		
Communications	May include but not limited to:		
Communications	verbal instructions		
	two way radio		
	hand signals		
	mobile phone		
	• phone		
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	facsimile
	computer
	site specific instructions
	 written instructions or instructions related to job/task
Information	May include but not be limited to:
	 verbal or written and graphical instructions
	• signage
	• plans
	work bulletins
	charts and hand drawings
	• memos
	• maps
	 material safety data sheets (MSDS)
	diagrams or sketches and graphics
	Safe work procedures or equivalent
	Regulatory/legislative requirements
	 manufacturers' Working drawings and instructions
	 Organization's work Working drawings and
	requirements Instructions issued by authorized
	organizational or external personnel
	relevant Ethiopian Standards

Evidence Guide	
Critical Aspects of Competence	 A candidate must be able to demonstrate the ability to: Locate, interpret and apply relevant information Comply with site safety plan, OH&S regulations and legislation applicable to workplace operations Comply with organizational policies and procedures including quality requirements safe and effective operational use of tools and equipment communicate and working effectively and safely with others Complete of measurements, calculations and determination of quantities for at least three different projects of varying complexity Calculate each of the following using a realistic task for example: length perimeter circumference area volume number ratio percentage conversion of meters to millimeters and millimeters to

	motoro
	meters
	measure using a rule or tape measure five separate tasks within 1mm accuracy
Underpinning	Demonstrates knowledge of:
Knowledge and	site and equipment safety requirements
Attitudes	 Measuring, calculating, geometry and determination of quantities
	Tolerances
	Calculators
	Company procedures
	Project quality requirements
	Communication devices
	Processes for care of measuring equipment
	Civil construction terminology
Underpinning Skills	Demonstrates skills to:
	apply measuring, calculating, geometry and
	determination of quantities
	apply project quality requirements
	apply OHS practice
	use measuring and calculating devices
Resources	The following resources MUST be provided.
Implication	Access is required to real or appropriately simulated
	situations, including work areas, materials and equipment,
	Documentation and information on workplace practices
	and OHS practices.
	specifications and work instructions
Assessment Methods	Competence may be assessed through:
ASSESSITIETTE METHOUS	Practical assessment by direct observation of tasks
	through simulation/Role-plays
	Written exam/test on underpinning knowledge
	questioning or interview on underpinning knowledge
	project-related conditions (real or simulated) and require
	evidence of process
	Assessment methods must confirm the ability to access
	and correctly interpret and apply the essential underpinning
	knowledge
Context of	Competency may be assessed in the work place or in a
Assessment	simulated work place setting
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Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I		
Unit Title	Operate Basic Machinery and Equipment	
Unit Code	AGR BAN1 05 0311	
Unit Descriptor	This competency standard covers the use and maintenance of basic machinery and equipment. Competency requires the application of skills and knowledge to a limited range of tasks including pre-operational checks, and the cleaning and storage of tools and equipment. In addition, competency requires an awareness of workplace safety and positive environmental practices associated with equipment operation. The work in this standard is likely to be under direct supervision with regular checking.	

Elements	Performance Criteria
Prepare basic machinery and equipment for use	 1.1 Machinery and equipment are identified and selected in accordance with supervisor's instructions 1.2 Routine pre-operational checks of machinery and equipment are carried out to manufacturers specifications and/or enterprise procedures. 1.3 Unsafe or faulty machinery and equipment are identified and segregated for repair or replacement in line with enterprise requirements 1.4 Occupational Health and Safety hazards in the workplace are identified and reported to the supervisor
2. Operate basic machinery and equipment	 2.1 Suitable <i>personal protective clothing and equipment</i> is selected, used, maintained and stored in accordance with Occupational Health and Safety requirements 2.2 Machinery and equipment are operated to manufacturers specifications and in accordance with supervisor's instructions 2.3 Work is completed to supervisor's satisfaction and in accordance with Occupational Health and Safety requirements 2.4 <i>Environmental implications</i> associated with operation and maintenance are identified and reported verbally to the supervisor
3. Check, clean and store basic machinery and equipment	 3.1 Machinery and equipment use is detailed and recorded in accordance with enterprise requirements 3.2 Machinery and equipment are cleaned, secured and stored to manufacturers specifications and supervisors instructions 3.3 Malfunctions, faults, wear or damage to machinery and equipment are identified and reported in line with enterprise requirements 3.4 Workplace areas are cleaned and maintained in line with

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Occupational Health and Safety and enterprise requirements
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Variable	Range
Machinery and equipment may include	 small engine machinery such as mowers brushcutters pumps Gurneys air compressors generators equipment such as hand tools wheelbarrows spades shovels and forks this unit excludes ride-on machinery electrically powered tools vehicles chainsaws
Pre-operational checks on machinery and equipment may include checking	 fuels, fuel lines and oils battery electrolyte levels, wheels and tyre pressure air filters safety guards preparation on equipment may include cleaning, lubricating identifying and segregating unsafe or faulty equipment for repair or replacement
Enterprise requirements	Standard Operating Procedures (SOPs), industry standards, production schedules, Material Safety Data Sheets (MSDSs), work notes, product labels, manufacturers specifications, operators manuals, enterprise policies and procedures (including waste disposal, recycling and re-use guidelines), Occupational Health and Safety procedures, supervisors oral or written instructions, work and routine maintenance plans could be included in enterprise requirements
Occupational Health and Safety requirements may include systems and procedures for	 the safe operation and maintenance of machinery and equipment including guarding of exposed moving parts manual handling, including safe lifting and carrying techniques handling and storage of hazardous substances, and the appropriate use, maintenance and storage of personal protective clothing and equipment outdoor work including protection from solar radiation, hazardous noise and organic and other dusts identifying and reporting hazards

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	projection of people in the workplace
Occupational Health and Safety hazards associated with equipment operation may include	 exposure to loud noise and fumes, solar radiation, dust ergonomic hazards associated with posture and vibration hazardous substances (fuels, oils, fertilizer), oil and grease spills the presence of bystanders, livestock and wildlife uneven and varying terrain gradients, potholes, ditches, gullies, embankments, obstacles rocks logs fences debris buildings extreme weather conditions, electricity, overhead hazards such as: power lines mechanical malfunctions exposed moving parts other machinery including hydraulics
Personal protective clothing and equipment may include	 boots hat/hard hat overalls gloves protective eyewear hearing protection] safety harness respirator or face mask sun protection, e.g., sun hat, sunscreen
Environmental implications associated with the operation of tools and equipment	 negative environmental impacts may result from excessive noise and exhaust emissions, the incorrect use and disposal of maintenance debris (oil containers, chemical residues), hazardous substances (fuel, fertilizer), and damage to fauna and flora in natural areas impacts may also include run-off flows of water and cleaning agents from servicing, maintenance and cleaning activities, soil disturbance and dust problems from high activity traffic (including irrigation equipment)
The sport and recreation industry covers	 industry sectors of community recreation, fitness, outdoor recreation and sport significant roles played by activity organizations, industry peak bodies, professional organizations large volunteer base high turnover of volunteers high levels of part time and casual employment irregular working hours relatively few professional positions workforce employed mostly in operational positions

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- mainly small business or self-employed personnel

- slow to take up technology
 over 2/3 of the sport and recreation industry have no
 formal/recognized qualifications
 significant reliance upon industry credentials and involvement in the activity itself

Evidence Guide	
Critical Aspects of Competence	 A candidate must be able to demonstrate the ability to: operate of basic machinery and equipment select, maintain and utilize a range of machinery and equipment to complete designated work tasks carry out pre-operational checks recognize and report equipment faults and workplace hazards interpret and follow instructions maintain equipment usage records clean, secure and store equipment after use demonstrate a safe workplace and environmentally responsible practices
Underpinning Knowledge and Attitudes	 Demonstrates knowledge of: Pre-operational and safety checks for basic machinery and equipment Hazards associated with the operation of basic machinery and equipment Operating principles and operating methods for basic machinery and equipment Procedures for cleaning, securing and storing basic machinery and equipment Risks associated with the operation of machinery and equipment in different weather and difficult terrain conditions Relevant regulations and Codes of Practice with regard to workplace Occupational Health and Safety requirements, and the use and control of hazardous substances Environmental impacts and minimization measures associated with the operation of basic machinery and equipment Enterprise policies with regard to machinery and equipment use, recording and reporting routines
Underpinning Skills	Demonstrates skills to: • use Personal protective clothing and equipment and when and how it should be used, maintained and stored • Communicating ideas and information with regard to basic machinery and equipment operation, safety procedures and their application • Collect, analyze and organize information regard to the performance of machinery, equipment, identified faults, and

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Occupational Health and Safety concerns may be reported for repair and organized by records Plan and organize activities involving use of basic machinery and equipment Working with others and in teams in methods and procedures to complete maintenance and job functions to achieve work plan requirements Using mathematical ideas and techniques in the calculation and measurement of volumes, weights and consumption, particularly in relation to pre-operational checks Solving problems on Machinery and equipment breakdowns, faults or malfunctions Use technology to communicate, measure and record information with regard to machinery and equipment maintenance, usage and performance The following resources must be provided. Access is required to real or appropriately simulated situations, including work areas, materials and equipment, Documentation and information on workplace practices and OHS practices. Specifications and work instructions Competence may be assessed through: Practical assessment by direct observation of tasks through simulation/Role-plays Written exam/test on underpinning knowledge questioning or interview on underpinning knowledge project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge Competence may be assessed in the work place or in a simulated work place setting.		
The following resources must be provided. • Access is required to real or appropriately simulated situations, including work areas, materials and equipment, • Documentation and information on workplace practices and OHS practices. • Specifications and work instructions Methods of Assessment Competence may be assessed through: • Practical assessment by direct observation of tasks through simulation/Role-plays • Written exam/test on underpinning knowledge • questioning or interview on underpinning knowledge • project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge Context of Competence may be assessed in the work place or in a		 repair and organized by records Plan and organize activities involving use of basic machinery and equipment Working with others and in teams in methods and procedures to complete maintenance and job functions to achieve work plan requirements Using mathematical ideas and techniques in the calculation and measurement of volumes, weights and consumption, particularly in relation to pre-operational checks Solving problems on Machinery and equipment breakdowns, faults or malfunctions Use technology to communicate, measure and record information with regard to machinery and equipment
 Access is required to real or appropriately simulated situations, including work areas, materials and equipment, Documentation and information on workplace practices and OHS practices. Specifications and work instructions Methods of Assessment Practical assessment by direct observation of tasks through simulation/Role-plays Written exam/test on underpinning knowledge questioning or interview on underpinning knowledge project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge Context of Competence may be assessed in the work place or in a 	Rosourcos	
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Methods of Assessment Competence may be assessed through: Practical assessment by direct observation of tasks through simulation/Role-plays Written exam/test on underpinning knowledge		Documentation and information on workplace practices and
Practical assessment by direct observation of tasks through simulation/Role-plays Written exam/test on underpinning knowledge questioning or interview on underpinning knowledge project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge Context of Competence may be assessed in the work place or in a		
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Written exam/test on underpinning knowledge questioning or interview on underpinning knowledge project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge Context of Competence may be assessed in the work place or in a		,
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Context of Competence may be assessed in the work place or in a		Assessment methods must confirm the ability to access and
simulated work place action		1
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		simulated work place setting.

Occupational Stan	Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I		
Unit Title	Support Landscape Works		
Unit Code	AGR BAN1 06 0311		
Unit Descriptor	This competency standard covers the process of supporting landscape work under direct supervision. It requires the ability to prepare materials, tools and equipment for landscaping work, undertake landscaping activities, handle materials and equipment, and clean up on completion of work. Supporting landscape work requires knowledge of safe work practices, landscape construction techniques, landscape tools and equipment, and repair and maintenance of landscape features.		

Elements	3	Perfor	mance Criteria	
Prepare materials, tools and equipment	ials, tools	ide	e required materials, tools and equipment are entified according to lists provided and/or supervetructions.	risor's
work	lascaping	eq	ecks are conducted on all materials, tools and uipment with insufficient or faulty items reported pervisor.	I to the
		de	chniques used when loading and unloading mat monstrate correct manual handling, and minimiz mage to the load and the vehicle.	
			itable <i>personal protective equipment (PPE)</i> is lected and checked prior to use.	3
			ndscaping support is provided according to OHS quirements and according to workplace inform	
			HS hazards are identified and reported to the pervisor.	
2. Under landso as dire	cape work		structions and directions provided by supervisor lowed and clarification sought when necessary.	are
as dire	as un ecteu		ndscape work is undertaken in a safe and vironmentally appropriate manner according to terprise guidelines and OHS requirements.	
			eractions with other staff and customers are car a positive and professional manner.	ried out
			terprise policy and procedures in relation to wor actices, handling and disposal of materials is ob	
			oblems or difficulties in completing work to requi andards or timelines are reported to supervisor.	red
3. Handle materials and			aste material and debris produced during lands ork is stored in a designated area according to	cape
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4.	equipment	supervisor's instructions.
		3.2 Materials, equipment and machinery are handled and transported according to supervisor's instructions and enterprise guidelines.
		3.3 A clean and safe work site is maintained while undertaking landscaping activities.
5.	Clean up on completion of and scalping	4.1 Materials are returned to store or disposed of according to supervisor's instructions and OHS requirements.
	work	4.2 Tools and equipment are cleaned, maintained and stored according to manufacturer's specifications and supervisor's instructions.
		4.3 Site is <i>made good</i> according to supervisor's instructions and good environmental and OHS practices.
		4.4 Work outcomes are reported to the supervisor.

Variable	Range
Tasks may be include	 Assisting with construction of landscape features including paths, paving, retaining walls, site structures and furniture, planted areas and irrigation systems. Assisting with maintenance of landscape features including watering, weeding, staking, repairing, painting, and cleaning. Work with a range of materials including concrete, timber, masonry, stone, metal and plastics. Associated landscape activities including assisting in establishing work base, clearing site, erecting barriers and signs, unloading and loading of materials, setting out of works, cleaning up site, and disposal of debris and materials.
Instructions may include	 Standard Operating Procedures (SOPs), enterprise policy and procedures, specifications, work notes, Material Safety Data Sheets (MSDSs), manufacturers instructions, or verbal directions from manager or supervisor.
Tools and equipment may include	leveling equipment, wheelbarrow, concrete mixer, string lines, tape measures, marking gauges, spades, shovels, crow bars, chisels, hammers, spanners, nails, handsaws, hacksaws, metal files sanding blocks, paint brushes, trowels and screeding equipment.
Workplace information may include	Procedures for disposing of waste materials, OHS legislative requirements and Codes of Practice including manual handling, work instructions or verbal instructions from the supervisor.
OHS hazards may include	solar radiation, dust, noise, air and soil-borne micro - organisms, chemicals and hazardous substances, sharp hand tools and equipment, manual handling, holes,

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	trenches, slippery and uneven surfaces, electricity and overhead hazards including power lines.
Personal protective clothing and equipment	 steel capped boots/shoes, overalls, gloves, safety harness, sun hat, sunscreen lotion, safety goggles, face mask and ear protectors
Waste materials may apply to	 Plant debris, litter and broken components, mulches, compost, plastic, metal, paper-based materials. These may be recycled, re-used, returned to the manufacturer, or disposed of according to enterprise work procedures.
Made good	Paths are swept and cleaned, planted areas are checked to ensure they are well presented, damaged turf is replaced/resown, disturbed areas are repaired, all materials, debris, tools and equipment are removed from site, damaged plants are pruned or replaced, and other signs of disturbance or damage are corrected.

Evidence Guide			
Critical Aspects of Competence	 A candidate must be able to demonstrate the ability to: Apply basic construction techniques Perform maintenance practices for planted areas. Repair and maintain landscape features. Apply OHS legislative requirements and Codes of Practice 		
Underpinning Knowledge and Attitudes	 Demonstrates knowledge of: Safe work practices. Preparing for landscape work and cleaning up on project completion. Basic construction techniques. Landscaping tools and equipment. Maintenance practices for planted areas. Repair and maintenance of landscape features. OHS legislative requirements and Codes of Practice. 		
Underpinning Skills	 Prepare materials, tools and equipment for landscaping work. Undertake landscape work as directed. Handle materials and equipment. Clean up on completion of landscaping work. 		
Resources Implication The following resources must be provided. • Access is required to real or appropriately simulated situations, including work areas, materials and equipm • Documentation and information on workplace practices and OHS practices. • Specifications and work instructions			
Methods of Assessment Ompetence may be assessed through: Practical assessment by direct observation of tasks through simulation/Role-plays Written exam/test on underpinning knowledge questioning or interview on underpinning knowledge			

	project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the underpinning knowledge
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I	
Unit Title	Support Irrigation Works
Unit Code	AGR BAN1 07 0311
Unit Descriptor	This competence standard covers the process of supporting the installation, operation and maintenance of watering and drainage systems under direct supervision. It requires the ability to prepare materials, tools and equipment for irrigation work, undertake irrigation activities, handle materials and equipment, and clean up on completion of work. Supporting irrigation work requires knowledge of safe work practices, irrigation work techniques, irrigation tools and equipment, and repair and maintenance of irrigation components and systems.

Elements		Performance Criteria		
Prepare materials, tools and		equired materials, <i>tools and equipment</i> are ide ding to lists provided and/or supervisor's <i>instruc</i>		
equipn for irrig	nent		ks are conducted on all materials, tools and equ sufficient or faulty items reported to the supervi	
work		demo	niques used when loading and unloading materinstrate correct manual handling and minimize do load and the vehicle.	
			ble personal protective equipment (PPE) is senecked prior to use.	elected
			tion support is provided according to OHS rements and according to workplace informat	ion.
		1.6 OHS	hazards are identified and reported to the supe	rvisor.
irrigatio	2. Undertake irrigation work as directed		ctions and directions provided by supervisor are ed, and clarification sought when necessary.	9
			ion work is undertaken in a safe and environme priate manner according to enterprise guideline:	•
			ctions with other staff and customers is carried eand professional manner.	out in a
			prise policy and procedures in relation to workpl ces, handling and disposal of materials is obser	
			ems or difficulties in completing work to required ards or timelines are reported to supervisor.	b
Handle materials and equipment		store	te material and debris produced during irrigation d in a designated area according to supervisor's actions.	
очарп		3.2 Mater	rials, equipment and machinery are handled and	d
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	transported according to supervisor's instructions and enterprise guidelines.
	3.3 A clean and safe work site is maintained while undertaking irrigation activities.
Clean up on completion of irrigation activities	4.1 Materials are returned to store or disposed of according to supervisor's instructions.
	4.2 Tools and equipment are cleaned, maintained and stored according to manufacturer's specifications and supervisor's instructions.
	4.3 Site is <i>made good</i> according to supervisor's instructions and good environmental practices.
	4.4 Work outcomes are reported to the supervisor.

Variable	Range
Tasks included under irrigation work may be	 Assisting with installation of irrigation and/or drainage pipes and components for gravity fed or pressurized systems, including digging trenches, back filling of trenches and completing other basic tasks as instructed. Assisting with maintenance of irrigation and/or drainage systems including clearing blockages, and completing other basic tasks as instructed. Work with a range of materials including plastic and metal pipes and components using hand tools commonly used in irrigation work. Associated irrigation activities including assisting in establishing work base, clearing site, erecting barriers and signs, unloading and loading of materials, setting out of works, cleaning up site and disposal of debris and materials.
Instructions may include	Standard Operating Procedures (SOPs), enterprise policy and procedures, specifications, work notes, Material Safety Data Sheets (MSDSs), manufacturers instructions, or verbal directions from manager or supervisor.
Tools and equipment may include	levelling equipment, wheelbarrow, string lines, tape measures, marking gauges, spades, shovels, crow bars, rakes, brooms, sanding blocks and hacksaws.
Workplace information	Procedures for disposing of waste materials, work instructions or verbal instructions from the supervisor.
OHS Hazards may include	solar radiation, dust, noise, air- and soil-borne micro-organisms, chemicals and hazardous substances, sharp hand tools and equipment, manual handling, holes, and slippery and uneven surfaces.
Personal protective equipment	Steel capped boots/shoes, overalls, gloves, sun hat, sunscreen lotion, safety goggles, face mask and ear protectors.
Waste materials may	Plant debris, litter and broken components, mulches, compost, plastic, metal, and paper-based materials. These may be

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apply to	recycled, re-used, returned to the manufacturer, or disposed of according to enterprise work procedures.
Site is made good	Paths are swept and cleaned, work area is left in a good state, disturbed areas are repaired, all materials, debris, tools and equipment are removed from site, and other signs of disturbance or damage are corrected.

Evidence Guide		
Critical Aspects of Competence	A candidate must be able to demonstrate the ability to - apply basic construction techniques demonstrate safe work practices perform basic repair and maintenance of irrigation components and systems collect, analyze and organize information	
Underpinning Knowledge and Attitudes	 Demonstrates knowledge of: safe work practices preparing for irrigation work and cleaning up on completion basic construction techniques irrigation tools and equipment maintenance practices for planted areas basic repair and maintenance of irrigation components and systems 	
Underpinning Skills	Skills include the ability to: • prepare materials, tools and equipment for irrigation work • undertake irrigation work as directed • handle materials and equipment • clean up on completion of work • collect, analyze and organize information • plan and organize activities in order to complete tasks efficiently in a logical sequence and in a timely manner • communicate and co-operate with other staff in completing irrigation tasks • use mathematical ideas and techniques in counting, tallying and estimation are required when handling materials, tools and equipment • use technology in the use of irrigation tools and equipment	
Resources Implication	 The following resources must be provided. access is required to real or appropriately simulated situations, including work areas, materials and equipment documentation and information on workplace practices and OHS practices specifications and work instructions 	
Methods of Assessment	 Competence may be assessed through: Practical assessment by direct observation of tasks through simulation/Role-plays Written test/Oral questioning on underpinning knowledge Assessment methods must confirm the ability to access and 	

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	correctly interpret and apply the essential underpinning knowledge
Context of	Competence may be assessed in the work place or in a
Assessment	simulated work place setting.

Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I		
Unit Title	Support Arboricultural Works	
Unit Code	AGR BAN1 08 0311	
Unit Descriptor	This competence standard covers the process of providing ground support to an arboricultural work unit. Support requires checking tools and equipment, maintaining a clear work site during operations, communicating with and observing above ground workers, assisting climbers by sending up tools and equipment, and receiving and processing tree pruning. Ground support work is performed under direct supervision within established enterprise guidelines.	

Eler	ments	Performance Criteria
Ç	Prepare for ground support 1.	1.1 <i>Instructions</i> for ground support operations are received and clarified prior to work being undertaken.
	operations	1.2 OHS hazards are identified.
		1.3 <i>Tools, equipment and machinery</i> are selected that are appropriate to the task being undertaken.
		1.4 Pre-operational and safety checks are carried out on tools, equipment and machinery according to manufacturers specifications and enterprise work procedures.
		1.5 Suitable safety equipment and personal protective equipment (PPE) is selected, checked, used and maintained.
C	Maintain a clear work site during	2.1 Persons not involved in the work program are kept away from the site during operations.
	operations	2.2 Tools, equipment and machinery are stored clear of debris and the drop zone.
		2.3 <i>Rescue equipment</i> is placed within easy access.
		2.4 Drop zone is kept free of debris according to enterprise guidelines.
9	Provide ground support for tree climbers	3.1 Communication links between ground crew and operator are clearly maintained at all times according to enterprise guidelines.
	nee ciimbers	3.2 Non-verbal signs of communication are received and clarified according to enterprise guidelines.
		3.3 Equipment is raised and lowered to climber using <i>safe</i> working procedures.
		3.4 Rope handling techniques are performed according to safe working practices.

Receive and process tree during	4.1 Tools and equipment are used according to supervisors instructions and manufacturers guidelines.
operations	4.2 Tree pruning is received and stacked according to enterprise guidelines.
	4.3 Tree pruning is prepared for processing according to enterprise guidelines.
	4.4 Processing of tree pruning is undertaken according to supervisors instructions and/or manufacturer's instructions.
	4.5 Surrounding environment is maintained in a damage free condition.
5. Complete ground support operations	5.1 Tools, equipment and machinery are checked for wear/damage, prepared for transporting/storage, and stored according to enterprise policy and procedures.
oporations	5.2 <i>Waste</i> is collected and disposed of, or recycled to minimize damage to the environment.
	5.3 Records of ground support operations are maintained in the appropriate format.

Variable	Range
Instructions may include	Standard Operating Procedures (SOP) or verbal directions from manager, supervisor, or senior operator; work notes, routine maintenance schedules; manufacturers service specifications and operators manuals; waste disposal, recycling and re-use guidelines; and OHS procedures.
OHS hazards may include	OHS hazards may i working near power lines, tree integrity, climbing, traffic, manual handling, moving equipment and vehicles, sharp hand tools, falling branches and equipment, UV radiation, heat and cold, fatigue, working alone, noise, insects and animals
Tools , equipment and machinery may include	Ropes, safety lines, safety harness, saddle, lanyard, karabiners, rope grabs, pole belts and other climbing gear; chipper; small chainsaw and appropriate maintenance equipment; ladder, handsaw, secateurs, elevating work platform (EWP), and vehicles for loading and removing pruning.
Safety equipment may include	Safety equipment pedestrian barriers, traffic barriers, warning signs, road signs, danger signs, flashing lights, traffic bollards, safety mesh, and witches hats.
PPE may include	Steel cap boots, six point safety helmet, ear protection, eye protection, cut resistant trousers or chaps, reflective vest, close fitting work clothes, gloves and sunscreen lotion
Rescue equipment may include	First aid kit, emergency contact numbers, harness, lifeline, prussik loop, karabiners, climbing spurs, flip line / pole strap, pulleys and tube tape.

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Drop zone	The drop zone is calculated by establishing a radius in which tree pruning are expected to fall and adding a safety margin. The drop zone may be marked out by witches hats, signs and barriers.
Non -verbal signs of communication	May include hand signals, whistles, and signage.
Safe working practices	may include the use of clove hitch knots when sending up tools and equipment on ropes, double checking ropes for faults, and correct manual handling.
Safe practices to rope handling techniques	May include keeping climbing ropes clear of saws, falling timber, and ground level obstacles.
Process tree pruning	Processing methods may include chipping, burning, and removal.
Waste material may include	large branches, processed plant debris, broken equipment or components, and litter. Plant-based material may be used as mulch or compost, or recycled as firewood; plastic, metal, paper-based materials may be recycled, re-used, returned to the manufacturer, or disposed of according to enterprise work procedures
Records include	Equipment safety checklist and hours.

Evidence Guide	Evidence Guide		
Critical Aspects of Competence	 A candidate must be able to demonstrate the ability to: support and monitor a climber during tree works, maintain a safe work site, Communicate effectively with both climbers and other members of the ground support team. calculate or estimate fuel levels, exclusion zones, distance, and quantities of tree pruning to be processed 		
Underpinning Knowledge and Attitudes	 Demonstrates knowledge and understanding of: basic operational and maintenance requirements of arboriculture equipment safety procedures and potential hazards of working in trees non-verbal communication protocols and techniques used for tree work principles and methods of rope handling techniques The effect of adverse outdoor climatic conditions which may prevent or impede arboricultural operations (steady rain, lightning, excessive heat). 		
Underpinning Skills	Skills include the ability to: • interpret work procedures including hazard and risk analysis and maintenance schedules • participate in teams and contribute to team objectives • monitor and maintain arboriculture tools and equipment • communicate of ideas and information about specific tasks associated with the job, such as work completion and		

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	 hazards may be communicated to work colleagues and the supervisor collect, analyze and organize information such as site details, tree inspection results, safety issues and work schedules plan and organize activities, pre-operational checks and organization of tools, equipment and task allocation should be arranged before tree works begin calculate rope lengths and distances, the area of exclusion and drop zones, fuel volumes, and quantity of tree pruning and processed plant material prepare, use and maintenance of arboricultural tools and
	equipment, and communication systems such as two-way radios
Resources Implication	 The following resources must be provided. Access is required to real or appropriately simulated situations, including work areas, materials and equipment, Documentation and information on workplace practices and OHS practices. Specifications and work instructions
Methods of Assessment	Competence may be assessed through: • Practical assessment by direct observation of tasks through simulation/Role-plays • Written exam/test on underpinning knowledge • questioning or interview on underpinning knowledge • project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting

Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I		
Unit Title	Support Natural Area Conservation Works	
Unit Code	AGR BAN1 09 0311	
Unit Descriptor	This competence standard covers the process of supporting conservation work under supervision in parks, natural areas, agricultural lands, or areas undergoing rehabilitation. It requires the ability to prepare materials, tools and equipment for conservation work, undertake conservation activities, store and stockpile materials, and clean up on completion of conservation work. Supporting conservation work requires knowledge of tools and equipment used in conservation work, revegetation techniques including planting, direct seeding, assisted natural regeneration, protection of remnant vegetation, maintenance tasks for conservation areas, common bush-land weeds, personal protective equipment, team work, and following instructions and techniques for cleaning a site and disposing of debris.	

Elements		Perform	nance Criteria		
1. Prepar materia tools a equipm conser work	als, nd nent for	1.1 The required materials, tools and equipment are identified according to lists provided and/or supervisor's instructions.			
		equi	1.2 Checks are conducted on all materials, tools and equipment with insufficient or faulty items reported to the supervisor.		
		1.3 Techniques used when loading and unloading materials demonstrate correct manual handling and minimize damage to the load and the vehicle.			
		1.4 Suitable <i>personal protective equipment (PPE)</i> is selected and checked prior to use			
		1.5 Conservation support is provided according to <i>OHS</i> requirements and according to workplace information.			
		1.6 OHS hazards are identified and reported to the supervisor.			
2. Undertake conservation work as directed		2.1 Instructions and directions provided by supervisor are followed and clarification sought when necessary.			
		2.2 Conservation work is undertaken in a safe and environmentally appropriate manner according to work site guidelines.			
		2.3 Interactions with other staff and clients are carried out in a			
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	positive and professional manner.		
	2.4 Policy and procedures in relation to workplace handling and disposal of materials is observed.		
	2.5 Problems or difficulties in completing work to required standards or timelines are reported to supervisor.		
3. Store and stockpile materials	3.1 Plant debris and waste material produced during conservation activities are stored in a designated area according to supervisor's instructions.		
	3.2 Plant debris and waste materials are prepared and processed in an appropriate and safe manner according to supervisor's instructions.		
	3.3 Surplus materials are stockpiled for removal according to supervisor's instructions.		
	3.4 A clean and safe work site is maintained while completing conservation activities		
4. Clean up on completion of conservation	4.1 Plants and materials are stored in a designated area according to supervisor's instructions.		
work	4.2 Tools and equipment are cleaned, maintained and stored according to manufacturer's specifications and supervisor's instructions.		
	4.3 Work outcomes are reported to the supervisor.		

Variable	Range
Conservation work may include	 Land management fieldwork including assisting with setting out of conservation works and earthworks, site surveying, manual excavations, erection of structures, draining of dams or other holding areas, and on-site erection or dismantling of structures such as protective fences and signs. Revegetation activities including assisting with planting programs, direct seeding operations, assisted natural regeneration, assisting with natural regeneration, protection of remnant vegetation, removal of weeds by hand, cleaning up of on-site debris, release of animals, collecting plants or seeds for propagation. Maintenance of conservation areas including weed and disease control, mulching, pruning, fertilizing, pruning, watering, securing plants (e.g., staking, tying), repair of installation of guards and protective fencing.
Instructions may include	Standard Operating Procedures (SOPs), specifications, work notes, Material Safety Data Sheets (MSDSs), manufacturers instructions, or verbal directions from manager, supervisor, or
Tools and	senior field operators. Secateurs, spades, shovels, rakes, spray equipment, and hand
equipment	or mechanical augers.

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Workplace information	Procedures for disposing of waste materials, work instructions or verbal instructions from the supervisor.
OHS Hazards may include	heavy materials and equipment, slippery or uneven surfaces, moving machinery and vehicles, snake, spider and insect bites, solar radiation and dust.
PPE	steel cappedboots/shoes, overalls, gloves, sun hat, sunscreen lotion, safety goggles, face mask and ear protectors.
Environmental considerations for waste disposal	prompt removal of organic waste, neutralizing pits for disposal of chemicals and cleaning products, recycling plant containers.
Plants may be	Container grown, tube grown or bare rooted trees, shrubs and groundcovers across a range of life forms and growth habits.
Aftercare refer to	Weed and disease control, mulching, fertilizing, pruning, watering, protection such as staking, tying and installation of guards or protective fencing, securing a plant, pruning.
Instructions be	Through supervisor's directions, planting plans and specifications and/or landholders instructions
Supplies may be	Plants, stakes, fertilizer, tree guards and mulches

Evidence	Guide			
Critical As Competer			sks and other ing and	
Underpinning Knowledge and Attitudes Demonstrates k Tools and equ Revegetation assisted natur vegetation. Maintenance Common busi Personal prote Team work ar		 Tools Reverse assisting Maint Comit Person Team 	strates knowledge of: s and equipment used in conservation work. getation techniques including planting, direct se ted natural regeneration and protection of remn tation. tenance tasks for conservation areas. mon bushland weeds onal protective equipment. n work and following instructions. niques for cleaning a site and disposing of debr	ant
Skills • Prep world		Demons • Prepa	strates skills to: are materials, tools and equipment for conserva ertake conservation work as directed	
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	 Store and stockpile materials Clean up on completion of conservation work Communicate ideas and information about the job, tasks and problems Collect, analyze and organize information with further clarification Plan and organize activities with the supervisor and other team members Work with others and in teams Apply mathematical ideas and skills in counting, tallying and estimation when handling plants or other materials Use of tools, equipment and communication systems
Resources Implication	 The following resources must be provided. Access is required to real or appropriately simulated situations, including work areas, materials and equipment, Documentation and information on workplace practices and OHS practices. specifications and work instructions
Methods of Assessment	Competence may be assessed through: Practical assessment by direct observation of tasks through simulation/Role-plays Written exam/test on underpinning knowledge questioning or interview on underpinning knowledge project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting. This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

Occupational Stand	dard: Basic Agricultural Operation and Natural Resources Conservation Level I
Unit Title	Support Afforestation
Unit Code	AGR BAN1 10 0311
Unit Descriptor	This competence standard covers the process of supporting tree plantation establishment under supervision in tree nurseries, afforestation areas and degraded forest lands. It requires the ability to prepare materials, tools and equipment for afforestation work, undertake seedling production and planting activities, store and stockpile materials and cleanup on completion of work. supporting afforestation work requires knowledge of equipment used in afforestation operations, propagation techniques including planting, direct seeding, assisted natural regeneration, tending operations for afforestation areas, weeding, pruning, thinning, personal protecting equipment, team work and following instructions and techniques; protection of remnant vegetation, maintenance tasks for conservation areas, common bush-land weeds, personal protective equipment, team work, and following instructions and techniques for cleaning a site and disposing of debris.

Elements		Perfor	mance Criteria	
	e als, tools quipment	ide	e required materials, tools and equipment are entified according to lists provided and/or supervertructions.	risor's
affores work	station	eq	ecks are conducted on all materials, tools and uipment with insufficient or faulty items reported pervisor.	I to the
		de	chniques used when loading and unloading mat monstrate correct manual handling and minimiz mage to the load and the vehicle.	
			itable <i>personal protective equipment (PPE</i>) is lected and checked prior to use.	3
			orestation supports is provided according to <i>OH</i> <i>quirements</i> and according to <i>workplace inform</i>	
			AS hazards are identified and reported to the pervisor.	
	2. Undertake a forestation		tructions and directions provided by supervisor lowed and clarification sought when necessary.	are
directe		en	orestation works are undertaken in a safe and vironmentally appropriate manner according to terprise guidelines.	
		2.3 Int	eractions with other staff and customers are car	ried out
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		in a positive and professional manner.
		2.4 Enterprise policy and procedures in relation to workplace practices, handling and disposal of materials is observed.
		2.5 Problems or difficulties in completing work to required standards or timelines are reported to supervisor.
3.	Handle materials and equipment	3.1 Waste material produced during afforestation work is stored in a designated area according to supervisor's instructions.
		3.2 Materials, equipment and machinery are handled and transported according to supervisor's instructions and enterprise guidelines.
		3.3 A clean and safe work site is maintained while completing cropping activities.
4.	Clean up on completion of cropping work	4.1 Materials are returned to store or disposed of according to supervisor's instructions.
	cropping work	4.2 Tools and equipment are cleaned, maintained and stored according to manufacturer's specifications and supervisor's instructions.
		4.3 Work outcomes are reported to the supervisor.

Variable	Range
Tasks under afforestation work may be	 Assistance with all activities associated with afforestation such as land preparation, seed collection, nursery establishment, seedling production, soil mixing, compost application, watering, weeding, root pruning, raking, loading and unloading or other relevant duties. Removing weeds (rouging) or rocks from nurseries planting sites or fields, and routine maintenance of sheds and other workplaces.
Instructions may include	 Standard Operating Procedures (SOPs), enterprise policy and procedures, specifications, work notes, Material Safety Data Sheets (MSDSs), manufacturer's instructions, or verbal directions from manager or supervisor.
Tools and equipment may include	 Pruning-knives, hand tools, rope, sack trucks, fencing tools, augers, wheelbarrows, shovels/spades, watering cans, brooms, etc.
Workplace information may include	Procedures for disposing of waste materials, work instructions or verbal instructions from the supervisor.
OHS hazards may be associated with	 solar radiation, dust, noise, air- and soil-borne micro organisms, chemicals and hazardous substances, sharp hand tools and equipment, manual handling, holes, and slippery and uneven surfaces

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Personal Protective clothing and Equipment	 Steel capped boots/shoes, overalls, gloves, sun hat, sunscreen lotion, safety goggles, face mask and ear protectors.
Waste materials may apply to	 Plant debris, litter and broken components, plastic, metal, or paper-based materials. These may be recycled, re- used, returned to the manufacturer or disposed of according to enterprise work procedures.

Evidence Guide		
Critical Aspects of Competence	 A candidate must be able to demonstrate the ability to: Safe work practices in repair and maintenance of structures. preparing materials, tools and equipment for afforestation work undertaking work as directed handling materials and equipment Cleaning up on completion of work. Collect, analyze and organize information, locate, interpret and apply with further clarification Plan and organize activities in a logical sequence and in a timely manner. Using mathematical ideas and skills in counting, tallying and estimation 	
Underpinning Knowledge and Attitudes	Demonstrates knowledge and understanding of: • safe work practices • repair and maintenance of structures • preparing materials, tools and equipment for afforestation work • undertaking work as directed • handling materials and equipment • cleaning up on completion of work • Using mathematical ideas and skills in counting, tallying and estimation	
Underpinning Skills	 Skills include the ability to: prepare materials, tools and equipment for afforestation work undertake work as directed handle materials and equipment clean up on completion of work Communicate ideas and information about the job, tasks and problems Collect, analyze and organize information, locate, interpret and apply with further clarification Plan and organize activities in a logical sequence and in a timely manner. Working with others and in teams Use mathematical ideas and skills in counting, tallying 	

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	and estimationapply technology in the use of farm tools and equipment	
Resources Implication	 The following resources must be provided. Access is required to real or appropriately simulated situations, including work areas, materials and equipment, Documentation and information on workplace practices and OHS practices. Specifications and work instructions 	
Methods of Assessment	 Specifications and work instructions Competence may be assessed through: Practical assessment by direct observation of tasks through simulation/Role-plays Written exam/test on underpinning knowledge questioning or interview on underpinning knowledge project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge 	
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting. This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.	

Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I			
Unit Title	Support Organic Fertilizers Preparation		
Unit Code	AGR BAN1 11 0311		
Unit Descriptor	This unit covers specification of the outcomes required to support organic fertilizer production, receive raw material for processing. It also recognizes raw materials and products, potential contamination, site location, handling and management requirements, identify and secure suitable raw materials to enable profitable and efficient manufacture of specified compost products ,the process of determine appropriate cropping system, site selection ,land preparation, seed preparation, planting agronomic and pest management (weeds, insect pests, rodents, vertebrate pests and diseases),harvesting and storage.		

Elements	Performance criteria
Establish and schedule production requirements	Raw material supply contracts and receivable data, sales and market trend information, and corporate marketing plan and strategy are reviewed to quantify production requirements.
	1.2 Conditions that may affect production requirements are identified in consultation with designated sales and marketing personnel.
	1.3 Production requirements across product portfolio to meet customer requirements and site and equipment capacity are estimated in consultation with designated sales and marketing personnel.
	1.4 Environmental and occupational health and safety (OHS) impacts are monitored for compliance with enterprise plan and license conditions.
	 Facilities, personnel, machinery and equipment required for organic fertilizer production are confirmed as being available.
	 Contingency plan to address potential oversupply or undersupply of raw material or product is developed and documented.
	1.7 Batch types and volumes of organic fertilizers-based products to be produced are calculated.
	1.8 Laboratory and field test data of organic fertilizer

	materials during and post-production is obtained.
	1.9 Production schedule is monitored and adjusted according to field and laboratory test results.
	1.10 Product is made available to customer in required quantities, to required quality and at required time
2. Prepare materials, tools and equipment	2.1 Required materials, <i>tools and equipment</i> are identified according to supervisor <i>instructions</i> .
for organic fertilizer production work.	2.2 Checks for serviceability are conducted on all materials, tools and equipment and insufficient or faulty items are reported to supervisor.
	2.3 Techniques used when loading and unloading materials demonstrate correct manual handling techniques and minimize damage to self, load and vehicle.
	2.4 Suitable <i>personal protective clothing and equipment</i> are selected and checked prior to use.
	2.5 Occupational health and safety <i>(OHS) hazards</i> are identified and reported to supervisor.
3. Recognize, handle and locate raw	3.1 Raw materials are identified for potential purpose according to the need of clients.
materials on site	3.2 Characteristics of raw materials, including handling risks and potential or common contaminants are compared to site operating guidelines.
	3.3 Potential <i>hazards</i> in handling raw materials are identified and reported to supervisor.
	3.4 Initial handling requirements, and physical contaminant handling stockpiling location and arrangement on site are confirmed from site operating guidelines.
	3.5 Visible or physical <i>contaminants</i> present in raw materials are identified and recorded.
4. Determine characteristics of raw materials required.	4.1 Relevant <i>corporate documents</i> are reviewed to identify commercial objectives, product range and specifications, compliance requirements and enterprise constraints.
roquirou.	4.2 Current <i>raw material</i> supplies are reviewed for suitability for production of defined organic fertilizer products.
	4.3 Organic fertilizer recipe calculations are conducted as a gap analysis to identify complementary <i>raw material characteristics</i> and quantities required to manufacture defined products.
	4.4 Characteristics and quantities of additional complementary raw materials required are specified and documented.
	4.5 Complementary or substitute raw material types that are

	consistent with requirements are identified through review of relevant literature and enterprise information/records.
5. Identify and prioritize raw materials	5.1 Raw material options are identified and <i>assessed</i> in order to determine relative priority according to product range and specifications.
required for production.	5.2 Representative samples of prioritized raw materials are gained from potential sources of supply, and characteristics/risks are evaluated and confirmed.
6. Secure access to raw materials.	6.1 Specifications for raw material characteristics and acceptability criteria for receivable are documented for incorporation into supply contract.
	6.2 Supply contracts are negotiated and secured on suitable trading terms according to enterprise practice.
7. Receive raw materials	7.1 Raw materials are accurately identified and assessed against specified acceptance criteria.
	7.2 Unacceptable (non-conforming) materials are rejected according to enterprise procedures.
	7.3 Non-conformances are documented and reported according to supervisor procedures.
	2.4 Acceptable raw materials are <i>measured</i> , and quantity is recorded according to supervisor procedures.
	7.5 Fee is calculated based on raw material type and quantity, and charged to customer according to supervisor procedures.
	7.6 Correct fee payment is received and recorded, and receipt is provided according to supervisor procedures.

Variable		Rang	e		
Occupatio Health and safety(OH	d	overa	nal protective clothing and equipment: ear prot Ils and gloves, safety goggles and face masks, s ed boots/shoes, sunhats and sunscreen lotion.		
Tools and Equipmen include		Pins and buckets, boxes, forks and hoes, hoses and hose fittings, knives and secateurs, ladders, packing equipment, spades.			
Types and of informa			orise guidelines, procedures for disposing of wa ials and verbal or written instructions from supe		
Raw material may include: residence food residence paper organization and animal residence food residence paper organization for the food residence for the food		residu food v residu paper organ	Il mortalities, bio solids such as sewage sludge, tals, dairy waste, fats and oils, food organics such aste, kitchen waste, food processing waste, for tals, manures, organic sludges, paper mill waste based materials, plant materials such as, gardetics, green organics, green waste, yard waste, so grit and screenings, wood and timber (not treat	ch as, restry es, en ewage	
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Environmental and	other organic waste or by-product of processing.
Environmental and OHS may include:	attraction of pests, emissions from vehicle and machinery operations, erosion, fire, leaks, litter, noise, odours organic
Of 10 may morade.	dusts, spills, water pollution from run-off or leaching, air, dust
	and noise, hazardous substances, holes and slippery or
	uneven surfaces, livestock, manual handling, sharp hand
	tools and equipment, soil-borne micro-organisms, solar
	radiation.
Instruction may	Enterprise policies and procedures, manufacturer
include:	instructions, material safety data sheets (MSDS,
	specifications, standard operating procedures, verbal or
	written instructions from manager or supervisor, work notes.
Personal protective	Ear protection, overalls and gloves, safety goggles and face
clothing and	masks, steel capped boots/shoes, sunhats and sunscreen
equipment	lotion.
Contaminants may	Binding and rubble, glass, metals, plastics, sharps, stone and
include:	soil, other non-biodegradable materials.
Corporate	business plan, development of consent documentation for
documents may	site, enterprise receivable, operations and/or sales records,
include:	environment management plan, management system
	documentation, marketing plan and strategies, material
	safety data sheets (MSDS), policies and procedures,
	previous audit reports, product certification documents,
	product specifications and standards, raw materials, supply
	contracts raw materials laboratory analysis data, relevant
	legislation and regulations, service and utilities contracts, site
Raw material	license, site plan, works approval. carbon to nitrogen (C:N) ratio, contamination, electrical
characteristics may	conductivity, moisture content, nutrient content, acidity or
include	alkalinity (pH), structure and porosity, total carbon content,
molado	total nitrogen content.
Assessed:	accessibility, collection and management challenges,
	compost site and plant capabilities, cost and revenue
	implications, environmental management consideration
	occupational health and safety considerations, operational
	procedures, regulatory classification of materials and
	associated requirements, reliability and security of supply,
	risk of contamination, site licenses and constraints.
Measured:	Scale, volume estimates, and weighs bridge.

Evidence Guide	
Critical Aspects of Competence	 A candidate must be able to demonstrate the ability to: Describe Principles of organic agriculture Apply safe work practices relevant to the tasks being undertaken inspect, assess Identify, confirm, locate, handle and maintain raw materials, products and physical

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Underpinn Knowledg Attitudes		es • m ar • m • ha • id ris Dem • P to • S ui • W	contaminants on site and acceptability against stablished criteria aintain site arrangement and segregation of maind products to avoid contamination aintain site and machinery security requirement easure, assess and record quantity of raw materials and report non-conformances entify hazards in handling raw materials and impose control measures constrates knowledge of: rinciples of organic agriculture, including as they or production or amenity to agriculture afe work practices relevant to the tasks being indertaken, including safe use of tools and equipally there appropriate to enterprise's activities, food equirements.	s crial colement / apply coment	
Underpinn	ing Skills		onstrates skills to: maintain site and machinery security requirement measure, assess and record quantity of raw mathandle and report non-conformances identify hazards in handling raw materials and implement risk control measures Apply safe work practices relevant to the tasks to undertaken inspect, assess Identify, confirm, locate, handle maintain raw materials, products and physical contaminants on site and acceptability against established criteria	terial	
Resources Implication		 The following resources must be provided: Workplace or fully equipped assessment or simulated location with necessary tools and equipment as well as consumable materials includes: OHS policy, system and procedures Advice on OHS-related personnel and nominated responsibilities Standard operating procedures and related advice on specific safe work practices Advice on hazards and control procedures relevant work responsibilities Work tasks and related equipment to which OHS procedures are to be applied Personal protective clothing and equipment as required Emergency and/or evacuation procedures for the potential range of hazards Storage areas for hazardous goods as required Manual handling equipment as required Reporting system and procedures 			
Methods of	of	Competence may be assessed through:			
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Assessment	 Practical assessment by direct observation of tasks through simulation/Role-plays Written exam/test on underpinning knowledge questioning or interview on underpinning knowledge project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting

Occupational Standa	ard: Basic Agricultural Operation and Natural Resources Conservation Level I
Unit Title	Support Organic Production
Unit Code	AGR BAN1 12 0311
Unit Descriptor	This unit of competency specifies the outcomes required to support organic production. The unit requires the ability to prepare materials, tools and equipment for organic production work, undertake routine production assistance work, handle materials and equipment, and clean up on completion of work. Supporting organic production work requires knowledge of the principles of organic production, safe work practices relating to basic crop and livestock handling techniques, and the use of associated farm tools and equipment.
	The work would be carried out under routine supervision within enterprise guidelines. This unit of competency supports the role of a general assistant or farmhand in a farming enterprise conducted according to the principles of organic farming.

Elements	Elements		Performance Criteria			
	als, tools		Required materials, <i>tools and equipment</i> are id according to supervisor <i>instructions</i> .	entified		
for org	and equipment for organic production work.	t	Checks for serviceability are conducted on all materials and equipment and insufficient or faulty iter reported to supervisor.			
		C	Techniques used when loading and unloading m demonstrate correct manual handling techniques minimize damage to self, load and vehicle.			
			Suitable <i>personal protective clothing and equ</i> are selected and checked prior to use.	ipment		
			Occupational health and safety <i>(OHS) hazards</i> a dentified and reported to supervisor.	are		
organi	2. Undertake organic production work as directed.		nstructions and directions provided by supervisor followed and clarification is sought when necess			
			Nork is undertaken in an environmentally appropromanner and according to workplace information principles of organic agriculture, OHS require and enterprise guidelines.	n,		
		ŗ	Site quarantine, bio security protocols and farm a personal hygiene requirements are followed as represented by enterprise guidelines.			
		2.4 V	Where appropriate to enterprise's activities, food	safety		
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	requirements are met.
	2.5 Interactions with other staff and customers are carried out in a positive and professional manner.
	2.6 Enterprise policies and procedures in relation to workplace practices, and handling and disposal of materials are observed.
	2.7 Problems or difficulties in completing work to required standards or timelines are reported to supervisor.
	2.8 Clean and safe work site is maintained while working.
3. Handle materials and equipment.	3.1 <i>Waste material</i> produced during work is stored in a designated area according to supervisor instructions.
	3.2 Materials, tools and equipment are handled and transported according to supervisor instructions and enterprise guidelines.
Clean up on completion of work.	4.1 Materials are returned to store or disposed of according to supervisor instructions.
WOIK.	4.2 Tools and equipment are cleaned, maintained and stored according to manufacturer specifications and supervisor instructions.
	4.3 Work outcomes are reported to supervisor.

Variable		Rang	ge	
Organic powerk may include assistance with:	de	hlalosisiwao	ities associated with organic production such as arvesting and picking and preparation bading and unloading eeding/planting and maintenance orting and packing vorking with livestock ctivities associated with routine maintenance / cf: f: fences fixtures and fittings sheds and other buildings	
Tools and equipment for organic production may include	o n work	 b fc h k la p 	ins and buckets oxes orks and hoes oses and hose fittings nives and secateurs adders acking equipment pades	
	Instructions that can be accessed to		nterprise policies and procedures	
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alault	
clarify procedures include:	 manufacturer instructions material safety data sheets (MSDS) specifications standard operating procedures verbal or written instructions from manager or supervisor work notes
Personal protective clothing and equipment may include:	 ear protection overalls and gloves safety goggles and face masks steel capped boots/shoes sunhats and sunscreen lotion
OHS hazards relevant to organic production work may include:	 air dust and noise hazardous substances holes and slippery or uneven surfaces livestock manual handling sharp hand tools and equipment soil-borne micro-organisms solar radiation
Workplace information may include:	 enterprise guidelines procedures for disposing of waste materials verbal or written instructions from supervisor
Principles of organic agriculture may include:	 demonstrating integrity in organics integrating the farm learning from nature and human culture managing soil to increase the health of the whole system reading the landscape understanding farm ecology
Waste material encountered in organic production may include:	 litter and broken components metal or paper-based materials plant debris plastic treatment of waste material may involve: disposal according to enterprise procedures recycling return to manufacturer re-use

Evidence Guide	
Critical Aspects of Competence	Assessment must confirm one's ability to: apply principles of organic agriculture to daily work routines follow supervisor instructions follow OHS procedures and, where appropriate, food safety procedures

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	report any variations from required standards or procedures to supervisor
Underpinning Knowledge and Attitudes	Demonstrates knowledge of: principles of organic agriculture, including as they apply to production or amenity horticulture, as well as to agriculture safe work practices relevant to the tasks being undertaken, including safe use of tools and equipment where appropriate to enterprise's activities, food safety
Underpinning Skills	requirements Demonstrates skills to:
	 cleaning up on completion of work handling materials and equipment observing interactions between parts of the farm system preparing materials, tools and equipment for work undertaking work as directed where appropriate to enterprise's activities, working safely with and around livestock
Resources Implication	 The following resources must be provided. Access is required to real or appropriately simulated situations, including work areas, materials and equipment, Documentation and information on workplace practices and OHS practices. specifications and work instructions
Methods of Assessment	Competence may be assessed through: Practical assessment by direct observation of tasks through simulation/Role-plays Written exam/test on underpinning knowledge questioning or interview on underpinning knowledge project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting

Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I	
Unit Title	Support Extensive Livestock Works
Unit Code	AGR BAN1 13 0311
Unit Descriptor	This competency standard covers the process of supporting extensive livestock work under supervision. It requires the ability to prepare materials, tools and equipment for livestock work, undertake livestock activities, handle materials and equipment, and clean up on completion of work. Supporting extensive livestock work requires knowledge of safe work practices relating to working with animals and animal husbandry tasks, including the use of related tools and equipment.

Ele	ements	Performance Criteria
1.	Prepare materials, tools and equipment for extensive livestock work	 1.1 The required materials, tools and equipment are identified according to lists provided and/or supervisor's <i>instructions</i>. 1.2 Checks are conducted on all materials, tools and equipment with insufficient or faulty items reported to the supervisor. 1.3 Techniques used when loading and unloading materials demonstrate correct manual handling and minimize damage to the load and the vehicle. 1.4 Suitable <i>personal protective equipment (PPE)</i> is selected and checked prior to use. 1.5 Work support is provided according to <i>OHS requirements</i>
		and according to workplace information.
		1.6 OHS hazards are identified and reported to the supervisor.
	Undertake extensive livestock work as directed	 2.1 Instructions and directions provided by supervisor are followed and clarification sought when necessary. 2.2 Work is undertaken in a safe and environmentally appropriate manner according to enterprise guidelines. 2.3 Interactions with other staff and customers is carried out in a positive and professional manner. 2.4 Enterprise policy and procedures in relation to workplace practices, handling and disposal of materials is observed. 2.5 Problems or difficulties in completing work to required standards or timelines are reported to supervisor.
3.	Handle materials and equipment	 3.1 Waste material produced during work is stored in a designated area according to supervisor's instructions. 3.2 Materials, equipment and machinery are handled and transported according to supervisor's instructions and enterprise guidelines. 3.3 A clean and safe work site is maintained while working.

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4.	Clean up on	4.1 Materials are returned to store or disposed of according to
	completion of	supervisor's instructions.
	work	4.2 Tools and equipment are cleaned, maintained and stored
		according to manufacturers specifications and supervisors instructions.
		4.3 Work outcomes are reported to the supervisor.

Variable	Range
Tasks Included Under Extensive Livestock Work May Be	Assistance with moving livestock, caring for animals, distributing stockfeed, loading and unloading goods and materials, carrying out routine maintenance on buildings, roads, troughs, fences, cleaning yards, sheds, fixtures and fittings.
Instructions May Include	Standard Operating Procedures (SOPs), enterprise policy and procedures, specifications, work notes, Material Safety Data Sheets (MSDSs), manufacturers instructions, or verbal directions from manager or supervisor.
Workplace Information	procedures for disposing of waste materials, work instructions or verbal instructions from the supervisor.
Personal Protective Equipment may include	Steel capped boots/shoes, overalls, gloves, sun hat, sunscreen lotion, safety goggles, face mask and ear protectors.
OHS hazards may Include	, solar radiation, dust, noise, air- and soil-borne micro- organisms, chemicals and hazardous substances, sharp hand tools and equipment, manual handling, holes, and slippery and uneven surfaces.
Waste materials may apply to:	Packaging and broken components, plastic, metal, and paper- based materials. These may be recycled, re-used, returned to the manufacturer or disposed of according to enterprise work procedures.

Evidence Guide	
Critical Aspects of Competence	A candidate must be able to demonstrate the ability to: Collect, analyze and organize information safe work practices animal handling techniques prepare materials, tools and equipment for work undertake work as directed handle materials and equipment
Underpinning Knowledge and Attitudes	Demonstrates knowledge of: safe work practices animal handling techniques tools and equipment maintenance practices for planted areas repair and maintenance of features

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Underpinning Skills Resources Implication	 skills include the ability to: prepare materials, tools and equipment for work undertake work as directed handle materials and equipment clean up on completion of work Communicate ideas and information about the job, tasks and problems Collect, analyze and organize information to be located, interpreted and applied with further clarification Plan and organize activities in order to complete tasks efficiently, in a logical sequence, and in a timely manner. Working with others and in teams The following resources MUST be provided.
Troccaroca implication	 Access is required to real or appropriately simulated situations, including work areas, materials and equipment, Documentation and information on workplace practices and OHS practices. specifications and work instructions
Methods of Assessment	 Competence may be assessed through: Practical assessment by direct observation of tasks through simulation/Role-plays Written exam/test on underpinning knowledge questioning or interview on underpinning knowledge project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting. This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I		
Unit Title	Support Intensive Livestock Works	
Unit Code	AGR BAN1 14 0311	
Unit Descriptor	This competence standard covers the process of supporting intensive livestock work under supervision. It requires the ability to prepare materials, tools and equipment for work, assist with routine livestock activities, handle materials and equipment, and clean up on completion of work. Supporting intensive livestock work requires knowledge of safe work practices relating to working with animals and animal husbandry tasks, including the use of related tools and equipment.	

Element		Performance Criteria
Prepare materials, tools and equipment for	s, d	1.1 The required materials, tools and equipment are identified according to lists provided and/or supervisor's instructions.
intensive	e .	1.2 Checks are conducted on all materials, tools and equipment with insufficient or faulty items reported to the supervisor.
		1.3 Techniques used when loading and unloading materials demonstrate correct manual handling and minimize damage to the load and the vehicle.
		1.4 Suitable <i>personal protective equipment (PPE)</i> is selected and checked prior to use.
		1.5 Work support is provided according to <i>OHS requirements</i> and according to <i>workplace information</i> .
		1.6 OHS hazards are identified and reported to the supervisor.
2. Undertake intensive livestock work	e '	2.1 Instructions and directions provided by supervisor are followed and clarification sought when necessary.
as direc	-	2.2 Work is undertaken in a safe and environmentally appropriate manner according to enterprise guidelines.
		2.3 Interactions with other staff and customers is carried out in a positive and professional manner.
		2.4 Enterprise policy and procedures in relation to workplace practices, handling and disposal of materials is observed.
	2	2.5 Problems or difficulties in completing work to required standards or timelines are reported to supervisor
3. Handle materials and equipment	s and	3.1 <i>Waste material</i> produced during work is stored in a designated area according to supervisor's instructions.
Cquipine		3.2 Materials, equipment and machinery are handled and

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	transported according to supervisor's instructions and enterprise guidelines.
	3.3 A clean and safe work site is maintained while working.
Clean up on completion of work	4.1 Materials are returned to store or disposed of according to supervisor's instructions.
WOIN	4.2 Tools and equipment are cleaned, maintained and stored according to manufacturer's specifications and supervisor's instructions.
	4.3 Work outcomes are reported to the supervisor.

Variable	Range
Tasks included under intensive livestock work may be	Generally, this unit covers assistance with regular checking of feed and water supplies for animals and/or birds, mixing and milling standard stock feed, disposing of deceased animals, loading and unloading animals for transport, carrying out routine maintenance on buildings, cages/pens, cleaning sheds, fixtures and fittings.
Instructions may include	Standard Operating Procedures (SOPs), enterprise policy and procedures, specifications, work notes, Material Safety Data Sheets (MSDSs), manufacturers instructions, or verbal directions from manager or supervisor.
Tools and equipment may include	knives, spades, forks, rakes, hoes, spray equipment, augers, buckets, brooms, wheelbarrows, hoses and hose fittings.
Workplace information	procedures for disposing of waste materials, work instructions or verbal instructions from the supervisor.
OHS hazards may include	solar radiation, dust, noise, air- and soil-borne micro- organisms, chemicals and hazardous substances, sharp hand tools and equipment, manual handling, holes, and slippery and uneven surfaces.
Personal protective equipment	Steel capped boots/shoes, overalls, gloves, sun hat, sunscreen lotion, safety goggles, face mask and ear protectors.
Waste materials may apply to:	Plant debris, litter and broken components, plastic, metal, and paper-based materials. These may be recycled, re-used, returned to the manufacturer or disposed of according to enterprise work procedures.

Evidence Guide	
Critical Aspects of Competence	 A candidate must be able to demonstrate the ability to: Apply safe work practices prepare materials, tools and equipment for work undertake work as directed Apply computing skills

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Underpinning Knowledge and Attitudes	Demonstrates knowledge of: safe work practices animal handling techniques tools and equipment repair and maintenance of buildings, fixtures or fittings
Underpinning Skills	 Skills to include the ability to: undertake work as directed clean up materials and equipment on completion of work. Communicate ideas and information about the job, tasks and problems Collect, analyze and organize information to be located, interpreted and applied with further clarification Plan and organize activities in order to complete tasks efficiently, in a logical sequence, and in a timely manner. Working with others and in teams count, tally and estimate are required when handling materials, tools and equipment Prepare, use and handle materials, tools and equipment.
Resources Implication	 The following resources MUST be provided. Access is required to real or appropriately simulated situations, including work areas, materials and equipment, Documentation and information on workplace practices and OHS practices. specifications and work instructions
Methods of Assessment	Competence may be assessed through: Practical assessment by direct observation of tasks through simulation/Role-plays Written exam/test on underpinning knowledge questioning or interview on underpinning knowledge project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
Context of Assessment	Competency may be assessed in the work place or in a simulated work place setting. This competency standard could be assessed on its own or in combination with other competencies relevant to the job function

Occupational Standard : Basic Agriculture Operation and Natural Resource Conservation Level I		
Unit Title	Support Pasture Establishment and Preservation	
Unit Code	AGR BAN 115 0311	
Unit Descriptor	This competence standard covers the process of supporting pasture establishment and preservation work under supervision. It requires the ability to prepare materials, tools and equipment for pasture establishment and preservation, handle materials and equipment, and clean up on completion of work. Supporting pasture establishment and preservation work requires knowledge of safe work practices related to pasture production and preservation task, including the use of related tools and equipment.	

Element	Performance criteria
1.Prepare materials, tools and equipment for pasture establishment and preservation	 1.1 The required <i>materials, tools and equipment</i> are identified according to lists provided and/or supervisor's <i>instructions</i>. 1.2 Checks are conducted on all materials, tools and equipment with insufficient or faulty items reported to the supervisor. 1.3 Techniques used when loading and unloading materials demonstrate correct manual handling and minimize damage to the load and the vehicle. 1.4 Suitable <i>personal protective equipment (PPE)</i> is selected and checked prior to use. 1.5 Work support is provided according to OHS requirements and according to <i>workplace information</i>. 1.6 <i>OHS hazards</i> are identified and reported to the supervisor.
2. Undertake pasture establishment and preservation activities	 2.1 <i>Instructions</i> and directions provided by supervisor are followed and clarification sought when necessary. 2.2 Work <i>task</i> is undertaken in a safe and environmentally appropriate manner according to enterprise guidelines. 2.3 Interactions with other staff and customers are carried out in a positive and professional manner. 2.4 Enterprise policy and procedures in relation to workplace practices, handling and disposal of materials is observed. 2.5 Problems or difficulties in completing work to required standards or timelines are reported to supervisor.
3. Handle materials and equipment	3.1 Waste material produced during work is stored in a designated area according to supervisor's instructions.3.2 Materials, equipment and machinery are handled and

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transported according to supervisor's instructions and
enterprise guidelines.
3.3 A clean and safe work site is maintained while working.

Variable	Range
Materials	Materials includes rope, standing hay, hay, silage, urea, molasses, salt, fuel, feeds, seed, seedling, grass cut, empty sacks and plastic sheets
Tools and equipment	Tools and equipment includes hoe, plough, harnesses, sickle, meter, tractor with its accessories, combine harvester, disk, barrel, weighing scale, graduated cylinder, watering can, silo, store, chopper, watering plastic tube, spade, wheelbarrow bailer, shovel, rack, hoe, hayfork, wheel barrow, water pump, and axe.
Instructions	Standard Operating Procedures (SOPs), enterprise policy and procedures, specifications, work notes, Material Safety Data Sheets (MSDSs), manufacturer's instructions, or verbal directions from manager or supervisor.
Personal	Personal protective clothing and equipment may include steel
protective equipment	capped boots/shoes, overalls, gloves, sun hat, sunscreen lotion, safety goggles, face mask and ear protectors
Work information	Workplace information may include procedures for disposing of waste materials, work instructions or verbal instructions from the supervisor.
OHS hazards	Hazards may include solar radiation, dust, noise, air- and soilborne micro-organisms, fire hazard, chemicals and hazardous substances, sharp hand tools and equipment, manual handling, holes, and slippery and uneven surfaces.
Tasks	May include, assistance with regular pasture establishment and preservation work, carrying out routine handling materials and equipment, fixtures and fittings.
Waste materials	Plant debris, litter and broken components, plastic, metal, and paper-based materials. These may be recycled, re-used, returned to the manufacturer or disposed of according to enterprise work procedures.

Evidence Guide	
Critical Aspect of Competence	 A candidate must be able to demonstrate the ability to: Prepare materials, tools and equipment Undertake pasture establishment and preservation activities Handle materials and equipment
Underpinning Knowledge	 knowledge requirements safe work practices pasture establishment and preservation techniques tools and equipment repair and maintenance of buildings, fixtures or fittings

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Underpinning	These include the ability to:	
Skills	 prepare materials, tools and equipment for work 	
	undertake work as directed	
	handle materials and equipment	
	clean up on completion of work	
Resources	The following resources MUST be provided.	
Implication	 Access is required to real or appropriately simulated 	
	situations, including work areas, materials and equipment,	
	Documentation and information on workplace practices	
	and OHS practices.	
	specifications and work instructions	
Methods of	Competence may be assessed through:	
Assessment	Practical assessment by direct observation of tasks	
	through simulation/Role-plays	
	Written exam/test on underpinning knowledge	
	questioning or interview on underpinning knowledge	
	project-related conditions (real or simulated) and require	
	evidence of process	
	Assessment methods must confirm the ability to access and	
	correctly interpret and apply the essential underpinning	
	knowledge	
Context of	This competence standard could be assessed	
Assessment	on its own work place	
	on private intensive farms	
	on private or government ranches	
	on farmers training centers (FTC) or pastoralist training	
	center (PTC)	
	at livestock research centers	
	 in combination with other competencies relevant to the job 	
	function	

Occupational Standard : Basic Agriculture Operation and Natural Resource Conservation Level I	
Unit Title	Support Artificial Insemination Procedures
Unit Code	AGR BAN1 16 0311
Unit Descriptor	This competency standard covers the outcome of supporting Artificial Insemination (AI) procedures under supervision. It requires the ability to prepare animals for AI, support the AI work and clean up on completion of work. Supporting AI work requires knowledge of safe work practices, animal handling practices and related activities.

Element	Performance Criteria
Prepare for artificial insemination	1.1. <i>Materials and tools</i> needed for animal handling and restraining are prepared accordingly to list provided.
work	1.3. Animals for insemination are prepared according to the inseminator's <i>instructions</i> .
	Preparing animals for AI work is undertaken in a safe and environmentally appropriate manner according to enterprise guidelines.
	1.4. Suitable personal protective equipment (PPE) is selected, checked and use according to supervisor's instruction
2. Undertake artificial insemination	2.1. Instructions and directions provided by inseminator are followed and clarification sought when necessary.
support work	2.2 Artificial insemination <i>support work</i> is provided by strictly following the inseminator/supervisors directions.
	2.3. Work support is provided according to OHS requirements and according to workplace information.
	2.4 Artificial insemination reproductive <i>records</i> are keeping and result is reported to AI technician.
3. Clean up on completion of Al work	3.1. <i>Waste materials</i> produced during work are disposed in a designated area according to inseminator's instructions.
7.1. 110111	3.2. Animals, materials and tools are cleaned and maintained based on the inseminator's instructions.
	3.3. A clean and safe work site is maintained while working.

Variable	Range
	woods, crush tools such as shovel, hammer, sow, cement,
for restraining animal	nail, axe and ropes

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Instruction may includes	Standard Operating Procedures (SOPs), enterprise policy and procedures, specifications, work notes, Material Safety Data Sheets (MSDSs), or verbal directions from manager or supervisor.
Personal Protective Equipment may include	Steel capped boots/shoes, overalls, gloves, sun hat, sunscreen lotion, and face mask
Artificial insemination support work	Heat detection, handling, restraining, preparing materials and tools for restraining work and informing inseminator on timely basis for AI services
OHS hazard may be associated with AI	Solar radiation, dust, noise, air and soil-borne micro organisms, chemicals and hazardous substances, sharp hand tools and equipment, manual handling, holes, physical damage by aggressive animals, mud, slippery and uneven surfaces.
Workplace information	Procedures for disposing of waste materials, work instructions or verbal instructions from the supervisor.
Artificial insemination records Waste materials may apply to this standard	Records of animals receive AI service, number of pregnant animals, and occurrence of abortion, repeat breeding, anestrous, calving records date and the sex of the calves born AI glove, AI sheath, mud, paper-based materials and other materials that may cause dirtiness of the AI service site. These materials should be disposed of according to enterprise/ work procedures.

Evidence Guide	
Critical Aspects of Competence	 A candidate must be able to demonstrate the ability to: Apply safe work practices in repair and maintenance of structures Prepare materials and tools for AI work Undertake work as directed Handle materials and tools Clean up on completion of work. Collect, maintain and organize information and apply with further clarification
Underpinning Knowledge and Attitudes	 Use mathematical ideas and skills in counting, tallying and estimation Demonstrates knowledge and understanding of: Safe work practices Repair and maintenance of structures. Preparing materials and tools for work Undertaking work as directed Handling materials and tools Cleaning up on completion of work. Using mathematical ideas and skills in counting, tallying

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	and estimation
Underning	Skills include the ability to:
Underpinning Skills	Prepare materials and tools for Al work
OKIIIS	Undertake work as directed
	Handle materials and tools
	Clean up on completion of work.
	Communicate ideas and information about the job, tasks and problems
	Collect and organize information and apply with further clarification
	Working with others and in teams
	Use mathematical ideas and skills in counting, tallying and estimation.
Resources	The following resources must be provided.
Implication	 Access is required to real or appropriately simulated situations, including work areas, materials and equipment, Documentation and information on workplace practices
	and OHS practices.
	 specifications and work instructions Competence may be assessed through:
Methods of	Practical assessment by direct observation of tasks
Assessment	through simulation/Role-plays
	Written exam/test on underpinning knowledge
	questioning or interview on underpinning knowledge
	project-related conditions (real or simulated) and require evidence of process
	Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting. This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

Occupational Standard: Basic Agriculture Operation and Natural Resource Conservation Level I	
Unit Title	Support Handling of Hide and Skin
Unit Code	AGR BAN1 17 0311
Unit Descriptor	This competence standard covers the process of supporting handling of hide and skin under supervision. It requires the ability to prepare materials, tools and equipment for handling hide and skin activities, handle materials and equipment, and clean up on completion of work. Supporting handling hides and skin work requires knowledge of safe work practices relating to working with animal products, including the use of related tools and equipment.

Ele	ements	Performance Criteria
1.	Prepare materials, tools and equipment for preserving	1.1 Appropriate <i>methods of preservation</i> for hide/skin is selected1.2 Preservation <i>materials and equipment</i> are prepared
	hide and skin	appropriately.
2.	Undertake handling of hide and skin	2.1 Preservation is carried out according to enterprise procedures
	for preservation	2.2 Work <i>task</i> is undertaken in a safe and environmentally appropriate manner according to enterprise guidelines
		2.3 Any OHS hazards are identified and appropriate action is taken according to enterprise policy and OHS legislation and codes.
		2.4 Personal Protective Equipment (PPE) and clothing are used in accordance to enterprise guidelines
		2.5 Sanitary procedures are observed based on industry standard
3.	Handle materials and equipment for preserving hide	3.1 Materials, equipment and machinery are handled and transported according to supervisor's instructions and enterprise guidelines.
	and skin	3.2 A clean and safe work site is maintained while working.

Clean up on completion of preservation of	4.1 The preserved hide or skin is properly stored until transporting according to supervisor's instruction.	
hide ar work		4.2 Materials are returned to store or disposed of according to supervisor's instructions.
	4.3 Tools and equipment are cleaned, maintained and stored according to manufacturer's specifications and supervisor's instructions.	
		4.4 All waste products are disposed of according to enterprise procedures.
		4.5 Work outcomes are reported to the supervisor.

variable	Range
Methods of preservation	Includes frame (air) drying and salting
Materials	May include:- salt, clean water, detergents ,rope, protective clothes, rope, materials to construct frames and ware house, cleaning brush, rubber hose, chemical, plomp, covering materials
Tools and equipment	May include:- jar, barrel, table, air drying frame, knifes, animals, slaughter slab, ware houses, store and were house, hoist, fixed and movable frames, dirt pit, dirt bin, pit to burn left over and offal, table, rake, axe, trimming and washing table, legislations, cods and national standards
Tasks	May include: preparing materials, tools and equipment, handling of hide and skin activities, proper avoiding of waste disposals
Personal Protective Equipment	Personal protective clothing and equipment may include steel-capped boots/shoes, overalls, gloves, sun hat, sunscreen lotion, safety goggles, and face mask.
Waste products	Offal of hide and skin, salt residues,

Evidence Guide	
Critical Aspect of	A candidate must be able to demonstrate the ability to:
Competence	Prepare for preserving hide and skin
	Undertake preservation of hide and skin
	Handle materials and equipment
	Clean up on completion of work
Underpinning	The knowledge requirements for this competency standard
Knowledge and	are listed below:
Attitudes	safe work practices
	hide and skin handling techniques
	tools and equipment
	 repair and maintenance of buildings, fixtures or fittings
Underpinning	These include the ability to:

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	,
Skills	prepare materials, tools and equipment for work
	undertake work as directed
	handle materials and equipment
	clean up on completion of work.
Resource	The following resources MUST be provided.
Implication for	Access is required to real or appropriately simulated
assessment	situations, including work areas, materials and
	equipment,
	 Documentation and information on workplace practices and OHS practices.
	specifications and work instructions
Methods of	Competence may be assessed through:
Assessment	Practical assessment by direct observation of tasks
	through simulation/Role-plays
	Written exam/test on underpinning knowledge
	questioning or interview on underpinning knowledge
	 project-related conditions (real or simulated) and require evidence of process
	Assessment methods must confirm the ability to access and
	correctly interpret and apply the essential underpinning
	knowledge
Context of	This competency standard could be assessed
Assessment	on its own work place
	on private warehouses
	privet or government abattoirs
	slaughtering slab
	in combination with other competencies relevant to the job function

Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I	
Unit Title	Follow Basic Chemical Safety Rules
Unit Code	AGR BAN1 18 0311
Unit Descriptor	This competence standard covers the functions of a person working in an enterprise which uses chemicals and who needs to be aware of their use. Skills and knowledge include awareness of the use of chemicals, how they are handled, stored and transported, recognition of safety issues surrounding chemical use, and the ability to use personal protective equipment when instructed. It requires awareness of the duty of care to self, to others, and to the environment concerning chemicals. This person will be under close supervision in the workplace and will be required to follow instructions at all times.

Performance Criteria
1.1 <i>Roles and responsibilities</i> of people in the workplace are identified
1.2 Safety procedures involved in chemical handling and use are recognized and followed as required
Occupational health and safety hazards are identified and reported to the supervisor
1.4 Organizational procedures are followed with regard to chemicals
2.1 <i>Functions</i> of chemicals in the workplace are recognized
2.2 Chemical labels and symbols are recognized and hazards identified
2.3 Chemical storage locations are identified
2.4 Instructions for transport, handling and storage of chemicals are recognized and observed
2.5 Instructions for use, maintenance and storage of <i>personal protective equipment</i> and <i>application equipment</i> are identified and observed
3.1 Chemical handling and storage instructions on labels are followed
3.2 Safety rules are followed when working in areas where
chemicals are stored
3.3 Appropriate personal protection equipment is obtained

and used when working in areas were chemicals are stored
3.4 Procedures are followed in the event of an accident or spillage

Variable	Range
Roles and Responsibilities may be	Roles will include own role and may include the supervisor, farm manager, team leader, owner or external contractor, and external emergency contact organizations.
Safety procedures may include	 compliance with safety instruction on the label, information contained in Material Safety Data Sheets (MSDSs) such as use, maintenance and storage of personal protective equipment, first aid, systems of transport, storage and handling, procedures for the protection of environment and protection of others.
Organizational Procedures must include	• storage, transport, mixing, loading, application, emergencies, recording, cleaning and disposal of chemicals
Legislation and Regulations may include	 Pesticides Acts, Occupational Health and Safety Acts and associated Hazardous Substances Regulations/ Codes of Practice, Dangerous Goods Acts, Poisons Act or Protection of the Environment Acts.
Personal protective Equipment	Protective hats, face shields, goggles, respirators, overalls, aprons, chemical resistant gloves and footwear.
Application equipment may be	Knapsacks or hand held pneumatic sprayers, drench guns and spot on applicators.

Evidence Guide				
Critical As Competer	A candidate must be able to demonstrate the ability to: • work in an agricultural or horticultural environment • use of chemicals in the workplace, why they are used, where they are stored and how they are transported, and the safety requirements for handling chemicals • follow instructions and report concerns if unsafe practice equipment or environmental conditions are observed		ed, I, and ctices,	
Underpinning Knowledge and Attitudes Attitudes Lev Che Per be u		BasineaLeveChePersbe u	edge and understanding requirements include: ic Occupational Health & Safety rules required to and around chemicals. It is of hazard and the Poisons Schedule micals being used for the control of pests and we sonal protection equipment and when and how it issed, stored and maintained. It is rect wearing/fit of personal protective equipment	reeds. t should
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	Environmental impacts of chemical use.
Underpinning Skills	 Skills include the ability to: Communicate information about spillages, accidents or deficiencies in procedures and practice. Accurately interpret labels and instructions. Follow workplace instructions and directions from the chemical label or Material Safety Data Sheets (MSDSs). Collect, analyze and organize information on labels and Material Safety Data Sheets (MSDSs) Work with others when dealing with chemicals. Use mathematical ideas and techniques to interpret volumes and measurement requirements on labels apply problem solving skills in the event of an accident or spillage apply technology in using relevant personal protection equipment
Resources Implication	 The following resources MUST be provided. Access is required to real or appropriately simulated situations, including work areas, materials and equipment, Documentation and information on workplace practices and OHS practices. specifications and work instructions
Methods of Assessment	 Competence may be assessed through: Practical assessment by direct observation of tasks through simulation/Role-plays Written exam/test on underpinning knowledge questioning or interview on underpinning knowledge project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
Context of Assessment	Competency may be assessed in the work place or in a simulated work place setting. This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I		
Unit Title	Receive and Respond to Workplace Communication	
Unit Code	AGR BAN1 19 0311	
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to receive, respond and act on verbal and written communication.	

Elements	Performance Criteria	
Follow routine spoken messages	 Required information is gathered by listening attentively and correctly interpreting or understanding information/ instructions 	
	2. Instructions/information are properly recorded	
	 Instructions are acted upon immediately in accordance with information received 	
	4. Clarification is sought from workplace supervisor on all occasions when any instruction/information is not clear	
Perform workplace duties following written notices	2.1 Written notices and instructions are read and interpreted correctly in accordance with organizational guidelines	
William Holloco	2.2 Routine written instruction are followed in sequence	
	2.3 Feedback is given to workplace supervisor based on the instructions/information received	

Variable Range		Range		
Written notices and instructions - Handwritten and printed material - Internal memos - External communications - Electronic mail - Briefing notes - General correspondence - Marketing materials		ernal memos ternal communications ectronic mail tefing notes eneral correspondence		
		May include:Information documentation proceduresCompany policies and procedures		
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•	Organization manuals
•	Service manual

Evidence Guide	
Critical Aspects of Competence	A candidate must be able to demonstrate the ability to: Demonstrated knowledge of organizational procedures for handling verbal and written communications Received and acted on verbal messages and instructions Demonstrated competence in recording instructions/information
Underpinning Knowledge and Attitudes	 Knowledge of organizational policies/guidelines in regard to processing internal/external information Ethical work practices in handling communications Communication process
Underpinning Skills	Conciseness in receiving and clarifying messages/information/communication Accuracy in recording messages/information
Resource Implications	 The following resources MUST be provided. Access is required to real or appropriately simulated situations, including work areas, materials and equipment, Documentation and information on workplace practices and OHS practices. Specifications and work instructions
Methods of Assessment	Competence may be assessed through: • Practical assessment by direct observation of tasks through simulation/Role-plays • Written exam/test on underpinning knowledge • questioning or interview on underpinning knowledge • project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
Context of Assessment	Competence may be assessed individually in the actual workplace or through accredited institution

Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I	
Unit Title	Apply Quality Standards
Unit Code	AGR BAN1 20 0311
Unit Descriptor	This unit covers the skills and knowledge required in applying quality standards in agricultural and natural resources conservation practices

Elements	Performance Criteria	
1. Assess own work	Completed work is checked against workplace standards relevant to the operations being undertaken	
	1.2 An understanding is demonstrated on how the work activities and completed work relate to the next production process and to the final appearance of the product	
	1.3 Faulty pieces or final products are identified and isolated in accordance with company policies and procedures	
	1.4 Faults and any identified causes are recorded and reported in accordance with workplace procedures	
2. Assess quality of received	2.1 Received materials, articles or final product are <i>checked</i> against workplace standards and specifications	
articles	2.2 Materials, articles or products are measured using the appropriate measuring instruments in accordance with workplace procedures	
	2.3 Causes of any identified faults are identified and corrective actions are taken in accordance with workplace procedures	
3. Record information	3.1 Basic information on the quality performance is recorded in accordance with workplace procedures	
	3.2 Records of work quality are maintained according to the requirements of the company	
4. Study causes of quality deviations	4.1 Causes of deviations from final products are investigated and reported in accordance with workplace procedures	
deviations	4.2 Suitable preventive action is recommended based on workplace <i>quality standards</i> and identified causes of deviation from specified quality standards of materials or final product	

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5. Complete documentation	5.1 Information on quality and other indicators of production performance is recorded.
	5.2 All production processes and outcomes are recorded.

Variable	Range
Quality check	Visual inspection
	Physical measurements
	Check against design/specifications
Quality	Materials
standards	Component parts
	Final product
	Production processes
Quality	Finish products
parameters	Size and Color
	Product variations
	Materials
	Damage and imperfections

Evidence Guide		
Critical Aspects of Competence	 A candidate must be able to demonstrate the ability to: Check completed work continuously against workplace standard Identify and isolate faulty pieces or final product Check received materials, component parts or final product against workplace standards Identify and applied corrective actions on the causes of identified faults Measure materials, component parts or products Record basic information regarding quality performance Investigate causes of deviations of materials against standard Recommend suitable preventive actions 	
Underpinning Knowledge and Attitudes	 Relevant quality standards, policies and procedures Characteristics of materials used Safety environment aspects of production processes Relevant measurement techniques and quality checking procedures Workplace procedures Reporting procedures 	

Underpinning Skills	 Interpret work instructions, specifications, standards and patterns appropriate to the required work Carry out relevant visual inspections of materials, component parts and final products Carry out relevant physical measurements Maintain accurate work records in accordance with procedures Meet work specifications Communicate effectively within defined workplace procedures
Resource Implications	 The following resources must be provided. Access is required to real or appropriately simulated situations, including work areas, materials and equipment, Documentation and information on workplace practices and OHS practices. Specifications and work instructions
Methods of Assessment	Competence may be assessed through: Practical assessment by direct observation of tasks through simulation/Role-plays Written exam/test on underpinning knowledge questioning or interview on underpinning knowledge project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
Context for Assessment	Competence may be assessed in the work place or in a simulated work place setting

Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I		
Unit Title	Work with Others	
Unit Code	AGR BAN1 21 0311	
Unit Descriptor	This unit covers the skills, knowledge and attitudes required to develop workplace relationship and contribute in workplace activities.	

Ele	ements	Performance Criteria	
1.	effective	1.1	Duties and responsibilities are done in a positive manner to promote cooperation and good relationship
	workplace relationship	1.2	Assistance is sought from <i>workgroup</i> when difficulties arise and addressed through discussions
		1.3	Feedback provided by others in the team is encouraged, acknowledged and acted upon
		1.4	Differences in personal values and beliefs are respected and acknowledged in the development
2.	Contribute to work group	2.1	Support is provided to team members to ensure workgroup goals are met
	activities	2.2	Constructive contributions to workgroup goals and tasks are made according to <i>organizational requirements</i>
		2.3	Information relevant to work is shared with team members to ensure designated goals are met

Variable	Range Statement	
Duties and responsibilities	 Job description and employment arrangements Organization's policy relevant to work role Organizational structures Supervision and accountability requirements including OHS Code of conduct 	
Work group	 Supervisor or manager Peers/work colleagues Other members of the organization 	
Feedback on performance	 Formal/Informal performance appraisal Obtaining feedback from supervisors and colleagues and clients Personal, reflective behavior strategies Routine organizational methods for monitoring service delivery 	

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Providing support to team members	 Explaining/clarifying Helping colleagues Providing encouragement Providing feedback to another team member Undertaking extra tasks if necessary
Organizational requirements	 Goals, objectives, plans, system and processes Legal and organization policy/guidelines OHS policies, procedures and programs Ethical standards Defined resources parameters Quality and continuous improvement processes and standards

Evidence Guide	
Critical Aspects of Competence	A candidate must be able to demonstrate the ability to:
	Provide support to team members to ensure goals are met
	Act on feedback from clients and colleagues
	 Access learning opportunities to extend own personal work competencies to enhance team goals and outcomes
Underpinning Knowledge and	 The relevant legislation that affects operations, especially with regards to safety
Attitude	 Reasons why cooperation and good relationships are important
	Knowledge of the organization's policies and procedures
	Understanding how to elicit and interpret feedback
	 Knowledge of workgroup member's responsibilities and duties
	 Importance of demonstrating respect and empathy in dealings with colleagues
	 Understanding of how to identify and prioritize personal development opportunities and options
Underpinning	Skills include the ability to:
Skills	 read and understand the organization's policies and work procedures
	Write simple instructions for particular routine tasks
	Interpret information gained from correspondence
	Communicate to request advice, receive feedback and work with a team
	Plan and organize work priorities and arrangement
	select and use technology appropriate to a task
	 relate to people from a range of social, cultural and ethnic backgrounds
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Resource Implications	 The following resources must be provided. Access is required to real or appropriately simulated situations, including work areas, materials and equipment, Documentation and information on workplace practices and OHS practices. specifications and work instructions
Methods of Assessment	 Competence may be assessed through: Practical assessment by direct observation of tasks through simulation/Role-plays Written exam/test on underpinning knowledge questioning or interview on underpinning knowledge project-related conditions (real or simulated) and require evidence of process Assessment methods must confirm the ability to access and correctly interpret and apply the essential underpinning knowledge
Context for Assessment	 Competence may be assessed in workplace or in a simulated workplace setting Assessment shall be observed while task are being undertaken whether individually or in group

Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I	
Unit Title	Develop Understanding of Entrepreneurship
Unit Code	AGR BAN1 22 0311
Unit Descriptor	This unit covers skills, knowledge and attitude required to understand the principles, functions, strategies and methods of entrepreneurship. It also covers identifying and developing the major entrepreneurial competences.

Elements	Performance Criteria	
Describe and explain the	The principles, concept and terminology of entrepreneurship are analyzed and discussed	
principles, concept and scope of	1.2 The different / various forms of enterprises in the community are identified and their roles understood	
entrepreneurs	1.3 The identified enterprises are categorized and <i>classified</i>	
hip	1.4 The terms and elements involved in the concept of enterprising, both on a personal level and in the context of being enterprising in business are identified and interpreted	
	Functions of entrepreneurship in business and how the entrepreneurs improved business and economic environment are explained	
2. Discuss how to become entrepreneur	2.1 Self-employment as an alternative option for an individual economic independence and personal growth is discussed and analyzed	
	2.2 Advantages and disadvantages of self-employment are discussed and explained	
	2.3 Entrepreneurial characteristics and traits are identified and discussed	
	2.4 Self-potential is assessed to determine if qualified to become future entrepreneur	
	2.5 Major competences of successful entrepreneurship are identified and explained	
3. Discuss how to organize an enterprise	3.1 The importance and role of business entrepreneurship in the society are discussed and correlated to the operations of the economy	
	3.2 Facts about small and medium enterprises are discussed, clarified and understood	

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		3.3 Key success factor in setting up small and medium business are identified and explained
		3.4 Business opportunities are identified and assessed
ı	3.5 Business ideas are generated using appropriate tools, techniques and steps	
		3.6 Procedures for identifying suitable market for business are discussed and understood
		3.7 <i>Major factors</i> to consider in selecting a location for a business are identified and discussed
		3.8 Basic types of business ownership are identified and explained
	3.9 Amount of money needed to start an enterprise estimated and distinction between pre operations and initial operation payments clarified	
		3.10 Advantages and disadvantages of using various sources of capital to start an enterprise are identified
4. Discuss to operat	e an	4.1 Disadvantages and advantages of <i>three alternative</i> means of becoming an entrepreneur are identified and understood
enterpris	е	4.2 Process of hiring and managing people is discussed and explained
		4.3 The importance and techniques of managing time are discussed and understood
		4.4 The techniques and procedures of managing sales are discussed and explained
		4.5 Factors to consider in selecting suppliers and the steps to follow when doing business with them are identified and discussed
		4.6 Awareness of how new technologies can affect small and medium business are developed
		4.7 Characteristics of appropriate technology for use in small and medium business are identified and explained
		4.8 Different types of cost that occur in a business and how to manage them are discussed and understood
		4.9 Factors and procedures in knowing the cost of the enterprise are discussed and understood
		4.10 Importance of financial record keeping and preparing simple financial statement are explained and understood
		4.11 The application of self-management skills and negotiation skills are discussed in operating a business
		4.12 Risk assessment and management of business enterprise
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		are performed
5. Develop one's own business plan	5.1	Process of preparing/ writing a business plan is discussed and applied
	5.2	Standard structure and format are applied in preparing business plan
	5.3	Findings of the business plan are interpreted, assessed and analyzed
	5.4	Feasibility of the business idea is made clear and understandable
	5.5	Problems that may arise or encounter when starting a business are identified and understand
	5.6	Techniques and procedures in obtaining and sourcing information are discussed and understood

Variable	Range
Classification	Private vs. public
	Profit vs. non-profit
	Formal vs. Non-formal
	Individual vs. Community
	Local vs. Foreign
	Business vs. Social
	Small vs. Large
	Manufacturing vs. Service
	Consumer vs. Industrial
Major factors	Economics (local economy)
	Population
	competition
Three alternative	Buying an existing business
	Starting a new business
	Operating a franchising business

Evidence Guide	
Critical Aspects of Competence	 A candidate must be able to demonstrate the ability to: explain principles and concept of entrepreneurship discuss how to become entrepreneur discuss how to organize an enterprise discuss how to operate an enterprise develop business plan

	1
Underpinning Knowledge and Attitudes	Demonstrate knowledge of: Entrepreneurship principles, concepts and terminologies Entrepreneurial competence Entrepreneurial motivation Risk assessment and evaluation Principles and process of negotiations Self-management and self-employment Managing sales, people and time Factors in setting up small and medium business Small and Medium Enterprise Business plan development Discussion techniques and procedures
Underpinning Skills	Demonstrate skills in: Planning and Leading Presentation skills Using technology Managing money Preparing simple financial statement Selecting suppliers
Resource Implications	 The following resources must be provided. Access is required to real or appropriately simulated situations, including work areas, materials and equipment, Documentation and information on workplace practices and OHS practices. Specifications and work instructions
Methods of Assessment	Competence may be assessed through: Demonstration Written test/Oral questioning
Context of Assessment	Competency may be assessed in the work place or in a simulated work place setting

Occupational Standard: Basic Agricultural Operation and Natural Resources Conservation Level I	
Unit Title	Apply 5S Procedures
Unit Code	AGR BAN1 23 1012
Unit Descriptor	This unit of competence covers the skills, attitudes and knowledge required by an employee or worker to apply 5S procedures (structured approach to housekeeping) to their own job and work area and maintains the housekeeping and other standards set by 5S. The unit assumes the employee or worker has a particular job and an allocated work area and that processes in the work area are known by the individual.

Elements	Per	formance Criteria
Develop understanding of guality	1.1	Discuss quality assurance procedures of the enterprise or organization
of quality system	1.2	Understand the relationship of quality system and continuous improvement in the workplace
	1.3	Identify and relate to workplace requirements the purpose and <i>elements</i> of quality assurance (QA) system
	1.4	Explain the <i>5S system</i> as part of the quality assurance of the work organization
2. Sort needed	2.1	Identify all <i>items</i> in the work area
items from unneeded	2.2	Distinguish between essential and non-essential items
	2.3	Sort items to achieve deliverables and value expected by downstream and final customers
	2.4	Sort items required for regulatory or other required purposes
	2.5	Place any non-essential item in a appropriate place other than the workplace
	2.6	Regularly check that only essential items are in the work area
3. Set workplace in	3.1	Identify the best location for each essential item
order	3.2	Place each essential item in its assigned location
	3.3	After use immediately return each essential item to its assigned location
	3.4	Regularly check that each essential item is in its assigned location
4. Shine work area	4.1	Keep the work area clean and tidy at all times

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	4.2 4.3	Conduct regular housekeeping activities during shift Ensure the work area is neat, clean and tidy at both beginning and end of shift
5. Standardize	5.1	Follow <i>procedures</i>
activities	5.2	Follow checklists for activities, where available
	5.3	Keep the work area to specified standard
6. Sustain 5S system	6.1	Clean up after completion of job and before commencing next job or end of shift
	6.2	Identify situations where compliance to standards is unlikely and take actions specified in procedures
	6.3	Inspect work area regularly for compliance to specified standard
	6.4	Recommend improvements to lift the level of compliance in the workplace

Variable	Range
Elements of QA system	 corrective action mission statements monitoring procedures SOPs work instructions PDCA concept
5S	 5S is a system of work organization originally developed in Japan based around housekeeping principles. A close translation of the five stages in the housekeeping approach is: sort set in order shine standardize sustain Japanese terms: seiri - eliminating everything not required for the work being performed (sort) seiton - efficient placement and arrangement of equipment and material (set in order) seison - tidiness and cleanliness (shine) seiketsu - ongoing, standardised, continually improving seiri, seiton, seison shitsuke - discipline with leadership

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	I be also de a c
Items in the work	Includes:
area	• tools
	• jigs/fixtures
	materials/components
	plant and equipment
	manuals
	 personal items (e.g. bags, lunch boxes and posters)
	 safety equipment and personal protective equipment
	 other items which happen to be in the work area
Sort	Sort involves keeping only what is absolutely necessary for the
	processes in the work area. Sort includes:
	 clearing the work area of all non-essential equipment and materials
	Non-essential items are those not required to either produce
	product, conduct process or operations, or make required
	adjustments to equipment during process or operations
Set in order	After removing unnecessary materials, the remaining
	materials must be those that are required immediately for
	either the machine or the job at hand. All of these
	materials/change/parts etc must have an assigned location on
	the production floor.
	Leastians should be also yet mayived and labeled to about what
	Locations should be clearly marked and labeled to show what
	belongs where. assigning required equipment and materials
_	appropriate locations in the work area
Shine	includes:
	keeping the work area clean at all times
	this should be carried out to a regular daily schedule
	against allowed time and, on most occasions, at the end of
	a job
Standardize	Once 5S is established, standardizing activities help maintain
	the order and the housekeeping standards. Standardizing may
	use procedures and checklists developed from a procedure.
	Standardizing includes:
	 activities that help maintain the order and the housekeeping standards
	 using procedures and checklists developed from a
	procedure
	OHS measures such as signage, symbols / coding and
	labeling of work area and equipment
Procedures	Procedures may include:
	work instructions
	standard operating procedures
	• formulas/recipes
	batch sheets
	temporary instructions and similar instructions provided for
	the operation of the plant
	and approximation of the plant

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	 good operating practice as may be defined by industry codes of practice (e.g. good manufacturing practice (GMP) and responsible care) and government regulations Procedures may be: written, verbal, computer based or in some other format
Sustain	 includes: making sure that daily activities are completed every day regardless of circumstance cleaning up after a job undertaking inspections, including: informal inspections carried out often, at least weekly formal inspections carried out at least monthly generating continuous improvement actions from daily activities following up specific actions to generate continuous improvement

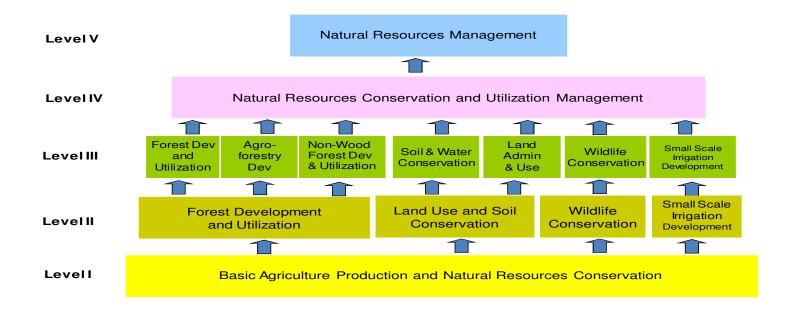
Evidence Guide	
Critical Aspects of Competence	 A person who demonstrates competence in this unit must be able to provide evidence of the ability to: identify own tasks and responsibilities and relate them to organization and customer requirements identify and explain the stages of 5S implement 5S in own work area identify waste (muda) in the work area routine practice of 5S as part of their job
Underpinning Knowledge and Attitudes	Demonstrates knowledge of: operations and processes relevant to own job basic principle of quality assurance system and its elements quality procedures and continuous improvement (kaizen) meaning and application of 5S steps to own job and work area principles of efficient workplace organization purposes of 5S methods of making/recommending improvements
Underpinning Skills	 Demonstrates skills to: communicating with others to clarify issues during 5S implementation, communicate results and contribute suggestions for improvement visualizing operations in terms of flow and contribution to customer outcomes planning own tasks in implementation of 5S implementing 5S in own work area according to instructions identifying waste (muda) organizing, prioritizing activities and items

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	 reading and interpreting documents describing procedures recording activities and results against templates and other prescribed formats working with others solving problems
Resources Implication	Access may be required to: • workplace procedures and plans relevant to work area • specifications and documentation relating to planned, currently being implemented, or implemented changes to work processes and procedures relevant to the candidate • documentation and information in relation to production, waste, overheads and hazard control/management • reports from supervisors/managers • case studies and scenarios to assess responses to contingencies
Methods of Assessment	A holistic approach should be taken to the assessment. Competence in this unit may be assessed by using a combination of the following to generate evidence: • demonstration in the workplace • workplace projects • suitable simulation • case studies/scenarios (particularly for assessment of contingencies, improvement scenarios, and so on) • targeted questioning In all cases it is expected that practical assessment will be combined with targeted questioning to assess underpinning knowledge.
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting. Assessment of performance must be undertaken in a workplace using or implementing 5S as competitive systems and practices.

Sector: Agriculture

Sub-Sector: Natural Resources



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